NFC
Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

February 2009

EmpowHR – Version 9.0 Section 3 – Tables

TITLE I
Payroll/Personnel Manual

CHAPTER 17
EmpowHR

SECTION 3
Tables

Table Of Contents

EmpowHR Setup Tables (HD) 1
Accounting Station Codes 2
Agency USF 5
Automatic Action Msgs 22
Award Actions 23
Bank Table 27
Bargaining Unit Table USF 30
Charities Table 36
City Table 39
County Table 41
Departments USF 44
Event Change Table 50
FEHB Plans 52
FEHB Vendors 55
Geographic Location 58
Legal Authority 60
Nature Of Action Table 63
NOA/Legal Authority 1 65
NFC Master Field Table 68
Official Position Titles USF 70
Org Structure Level 2 72
Org Structure Level 3 75
Org Structure Level 4 79
Org Structure Level 5 82
Org Structure Level 6 85
Org Structure Level 7 88
Org Structure Level 8 91
Personnel Action Rqst Rmks 95
Personnel Office ID 97
Salary Grades USF 101
Salary Limits 106
Salary Plan 108
Sub-Agency 113
Tree Manager 115
Unions USF 120
Union Dues Table 131

Heading Index . . . . *Index – 1*

EmpowHR Setup Tables (HD)

EmpowHR is a relational database. A relational database is a series of tables linked by key fields. The advantage of a relational database is that data is entered into a table once and it will automatically populate related fields. This saves time and decreases the potential for errors made during data entry.

Tables are the foundation of the database. Each table is composed of columns and rows like a spreadsheet. The columns in each table are the records and contain the entries that make up each field.

Column (Field)

EmplID	Name	Street	City	State
100	Mouse, Anna	897 Calvary	Arlington	VT
101	Chevy, Car	325 Car Dr.	Rockville	MC

Each table has a unique name and is linked by key fields to create the relational database. Foundation tables are updated by the system administrator whenever actions are processed or records are changed/created in the database.

Note: ePerformance Setup Tables are located in the ePerformance Section. For more information, refer to Title 1, Chapter 17, Section 16, ePerformance.

This section contains the following tables:

Accounting Station Codes
Agency USF
Automatic Action Msgs
Award Actions
Bank Table
Bargaining Unit Table USF
Charities Table
City Table
County Table
Departments USF
Event Change Table
FEHB Plans
EFEHB Vendors
Geographic Location
Legal Authority
Nature of Action Table
ENOA/Legal Authority 1
NFC Master Field Table
Official Position Titles USF
Org Structure Level 2
Org Structure Level 3
Org Structure Level 4
EOrg Structure Level 5
EOrg Structure Level 6
Org Structure Level 7
Org Structure Level 8
Personnel Action Rqst Rmks
Personnel Office ID
Salary Grades USF
Salary Limits
Salary Plan
Sub-Agency
Tree Manager
Unions USF
Union Dues Table

Accounting Station Codes

To enter an Accounting Station Code:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Accounting Station Codes*** component. The ***Find An Existing Value*** tab - Award Accounting Station Codes page(**Figure 1**) is displayed.

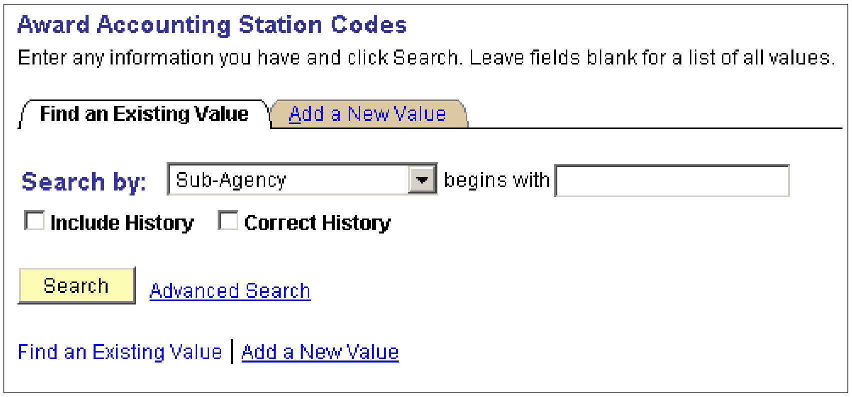

Figure 1. Find An Existing Value tab - Award Accounting Station Codes page

3. Complete the fields as follows:

Search By	Select data from the drop-down list. The valid values are **`Accounting Station Code`**, **`City`**, **`State`**, and **`Sub Agency`**.
Begins With	Enter the data that corresponds to the Search By value.
Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The Actng Stn Codes tab page(**Figure 3**) is displayed.

   OR

   Click the ***Add A New Value*** tab. The Add A New Value tab - Award Accounting Station Codes page(**Figure 2**) is displayed.

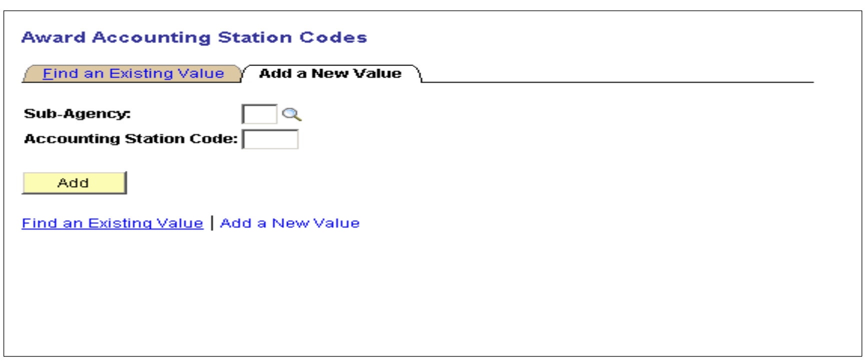

Figure 2. Add A New Value tab - Award Accounting Station Codes page

5. Complete the fields as follows:

Sub-Agency

Enter the sub-agency to be added (2 position agency) or select data by clicking the search icon.

Accounting Station Code

Enter the accounting station code for the sub-agency.

6. Click **Add**. The Actng Stn Codes tab page(**Figure 3**) is displayed.

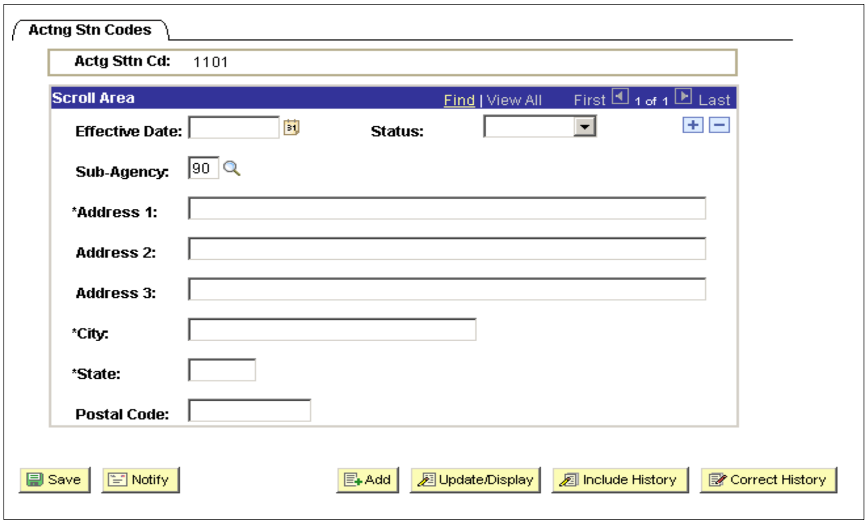

Figure 3. Actng Stn Codes tab - Award Accounting Station Codes page

7. Complete the fields as follows:

Actg Stn Cd

This field is populated from the search/add criteria entered.

Effective Date

Enter the effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view/change the information.

Status

This field is populated based on the status of the transaction. The The valid values are `Active`, `Freeze`, and `Inactive`.

Sub-Agency

Enter the applicable 2 position sub-agency (agency code) or select data by clicking the search icon.

***Address 1**

Enter the first line of the accounting station address.

Address 2

Enter the second line of the accounting station address if applicable.

Address 3	Enter the third line of the accounting station address if applicable.
***City**	Enter the city of the accounting station
***State**	Enter the state of the accounting station.
Postal Code	Enter the zip code of the accounting station.

8. Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an accounting station code.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for an accounting station code.

Agency USF

The Agency USF menu can also be found by selecting the ***Setup HRMS*** menu group, ***Foundation Tables*** menu, ***Organization Agency USF*** component.

To enter an Agency USF:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Agency USF*** component. The Find An Existing Value tab - Agency USF page(**Figure 4**) is displayed.

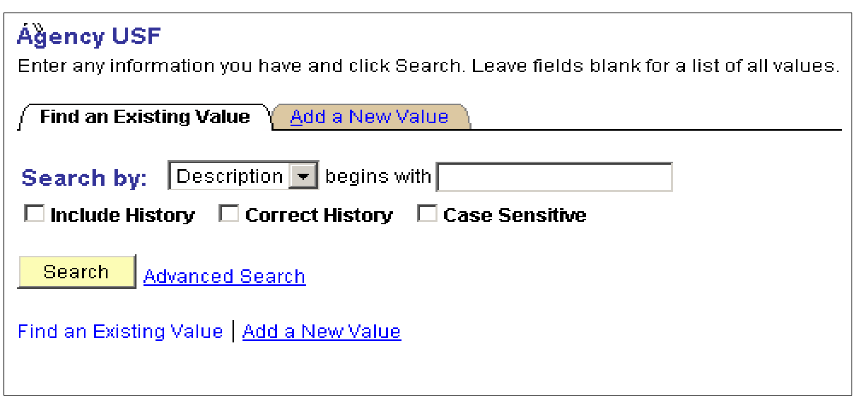

Figure 4. Find An Existing Value tab - Agency USF page

3. Complete the fields as follows:

Search By	Select data from the drop-down list. The valid values are `Agency` and `Description`.
Begins With	Enter the data that corresponds to the Search By value.
Include History	Check this box to include history.
Correct History	Check this box to correct history.
Case Sensitive	Check this box if the information is case sensitive.

4. Click **Search**. The Agency Location tab - Agency USF page(**Figure 6**) is displayed.

   OR

   Click the ***Add A New Value*** tab. The Add A New Value tab - Agency USF page (**Figure 5**) is displayed.

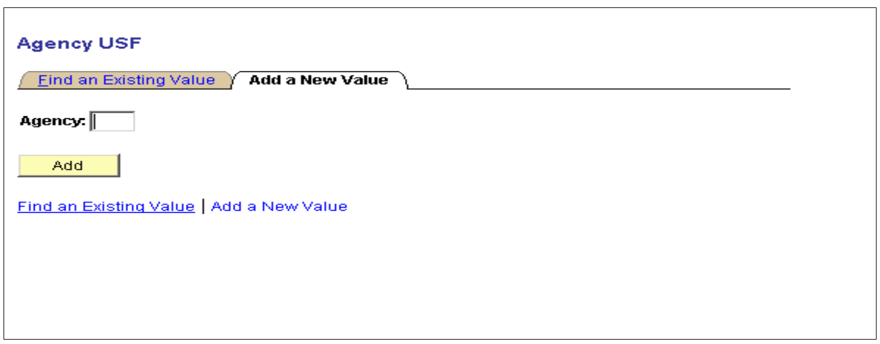

Figure 5. Agency USF Add A New Value tab

5. Complete the field as follows:

Agency	Enter the agency to be added.

6. Click **Add**. The Agency Location tab - Agency USF page(**Figure 6**) is displayed.

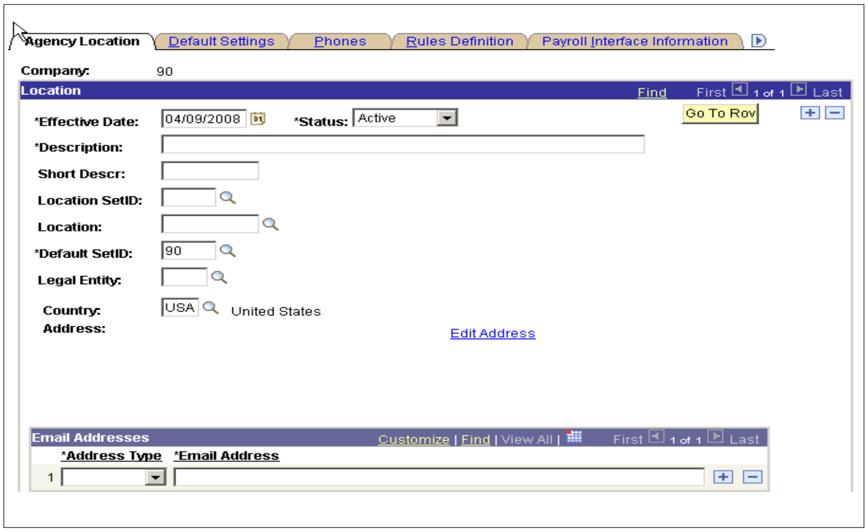

Figure 6. Agency Location tab - Agency USF page

7. Complete the fields as follows:

Company	This field is populated based on the search/add criteria entered.
***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and/or change the information.
***Status**	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze`, and `Inactive`.
***Description**	Enter the description of the agency location.
Short Description	Enter the short description of the agency location.
Location SetID	Enter the agency location SetID or select data by clicking the search icon.
***Default SetID**	Enter the default 2 position SetID (agency code) or select data by clicking the search icon.
Location	Enter the agency location or select data by clicking the search icon.
Legal Entity	Enter the applicable information.

Country	This field defaults to **`USA`**. To change, select data by clicking the search icon.
***Address Type**	Enter the address type or select data from the drop-down list. The valid values are **`Admin`**, **`HR`**, **`Legal`**, and **`Main`**.
***Email Address**	Enter the email address for the agency location. Additional Address Types can be entered by clicking the +. To delete an address type click the –.

8. Click the ***Edit Address*** link. The Edit Address page(**Figure 7**) is displayed.

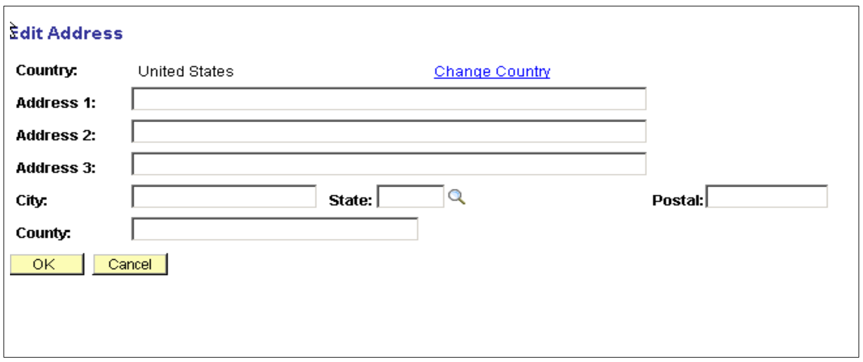

Figure 7. Edit Address page

9. Complete the fields as follows:

Country	This field is populated.
Address 1	Enter the first line of the address.
Address 2	Enter the second line of the address if applicable.
Address 3	Enter the third line of the address if applicable.
City	Enter the city.
State	Enter the state or select data by clicking the search icon.
Postal Code	Enter the zip code.
County	Enter the county.

10. Click **OK**. The information edited is saved. The Agency Location tab - Agency USF page(**Figure 6**) is displayed.

OR

Click **Cancel**. The original information is shown. The Agency Location tab - Agency USF page(**Figure 6**) is displayed.

OR

Click the ***Change Country*** link. The Look Up Country page(**Figure 8**) is displayed.

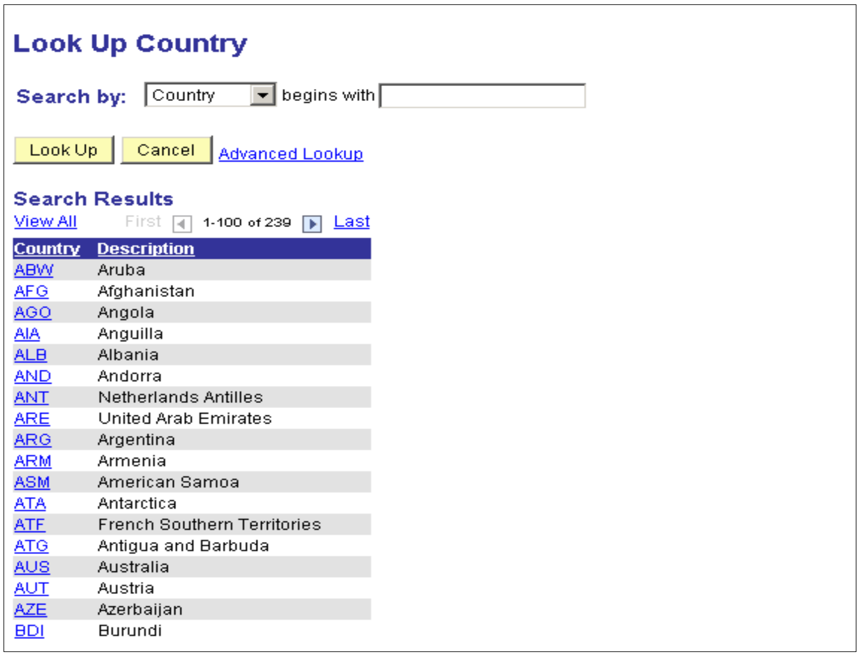

Figure 8. Look Up Country page

11. Complete the fields as follows:

Search By	This field defaults to `Country`. To change the search by criteria, select data from the drop-down list. The valid values are `Country` and `Description`.
Begins With	Enter the data that corresponds to the Search By value.

12. Click **Look Up**. The search results are displayed.

13. Select the applicable country. The Edit Address page(**Figure 7**) is displayed.

OR

Click **Cancel**. The original information is shown. The Edit Address page(**Figure 7**) is displayed.

14. Click **OK**. The Agency Location tab - Agency USF page(**Figure 6**) is displayed.

15. Click the ***Default Settings*** tab. The Default Settings tab - Agency USF page(**Figure 9**) is displayed.

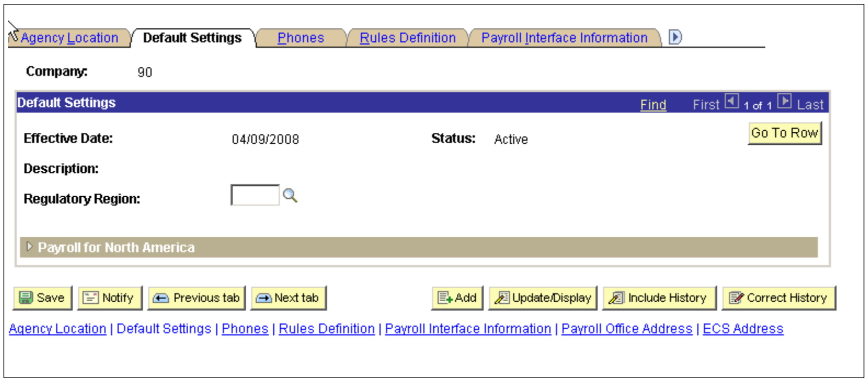

Figure 9. Defaults Setting tab - Agency USF page

16. Complete the fields as follows:

Company	This field is populated based on the search/add criteria entered.
Effective Date	This field is populated based on the data entered on the Agency Location tab.
Status	This field is populated based on the data selected on the Agency Location tab.
Regulatory Region	Enter the applicable information or select data by clicking the search icon.

17. Click the **< Payroll For North America** arrow. The Expanded Default Settings page(**Figure 10**) is displayed.

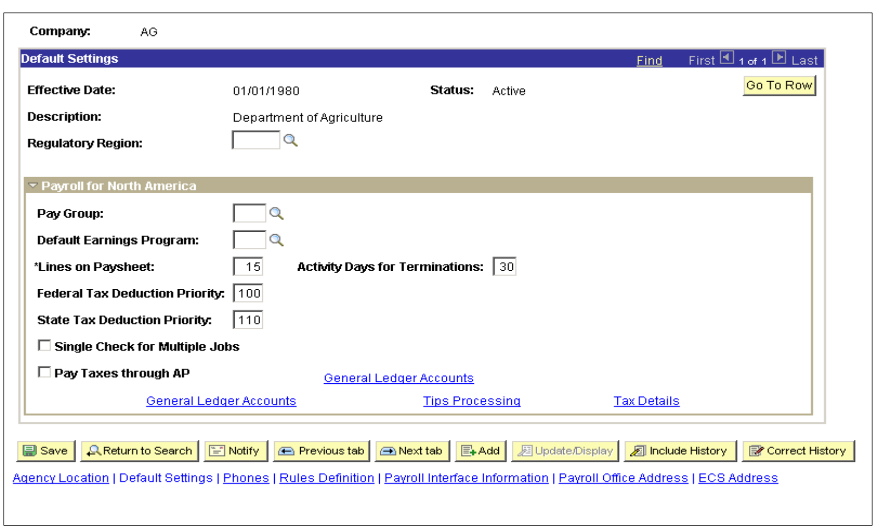

Figure 10. Expanded Default Settings page

18. Complete the fields as follows:

Pay Group	Enter the applicable information or select data by clicking the search icon.
Default Earnings Program	Enter the applicable information or select data by clicking the search icon.
***Lines On Paysheet**	Enter the 3 position number of lines on a paysheet.
Activity Days For Termination	Enter the number of days.
Federal Tax Deduction Priority	Enter the 3 position federal tax deduction.
State Tax Deduction Priority	Enter the 3 position state tax deduction.
Single Check For Muliple Jobs	Check this box if applicable.
Pay Taxes Through AP	Check this box if applicable.

19. Click the ***General Ledger Accounts*** link. The General Ledger Liability Accts page(**Figure 11**) is displayed.

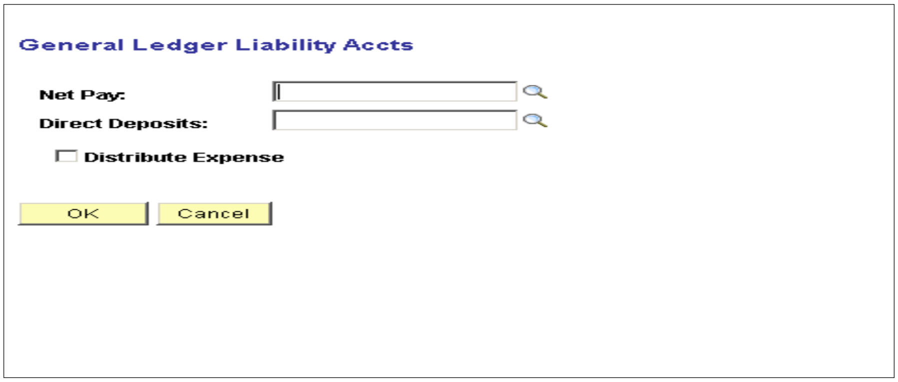

Figure 11. General Ledger Liability Accts page

20. Complete the fields as follows:

Net Pay	Enter the net pay or select data by clicking the search icon.

Direct Deposits	Enter the direct deposits or select data by clicking the search icon.
Distribute Expenses	Check this box if applicable.

21. Click **OK**. The information edited is saved. The Expanded Default Settings page(**Figure 10**) is displayed.

OR

Click **Cancel**. The original information is displayed. The Expanded Default Settings page(**Figure 10**) is displayed.

22. Click the ***General Ledger Accounts*** link. The General Ledger Liability Accts page(**Figure 12**) is displayed.

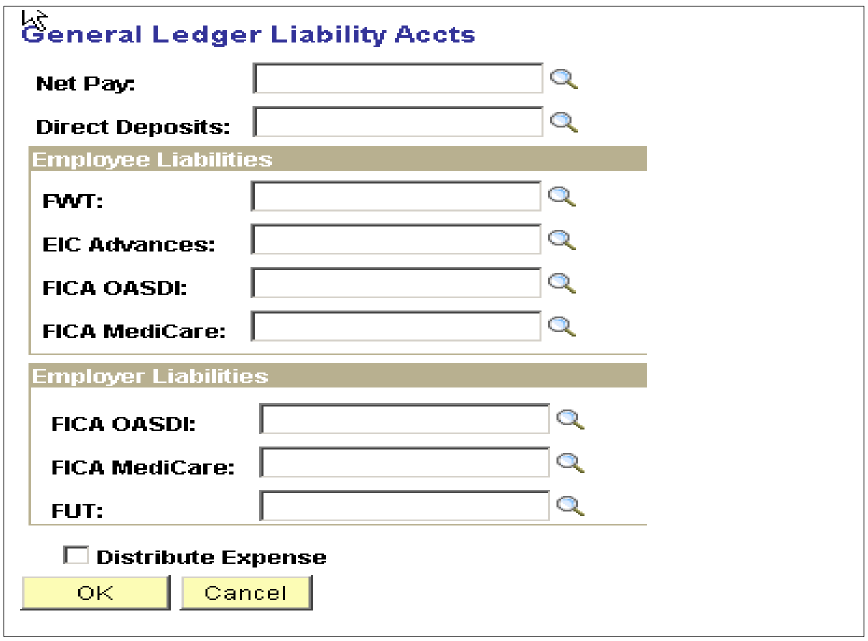

Figure 12. General Ledger Liability Accts page

23. Complete the fields as follows:

Net Pay	Enter the net pay or select data by clicking the search icon.
Direct Deposits	Enter the direct deposits or select data by clicking the search icon.
Employee Liabilities/FWT	Enter the employee liabilities/FWT or select data by clicking the search icon.
Employee Liabilities/EIC Advances	Enter the employee liabilities/earned income credit advances or select data by clicking the search icon.

Employee Liabilities/FICA OASDI	Enter the employee liabilities/FICA OASDI tax or select data by clicking the search icon.
Employee Liabilities/FICA MediCare	Enter the employee liabilities/FICA Medicare or select data by clicking the search icon.
Employer Liabilities/FICA OASDI	Enter the employee liabilities/FICA OASDI tax or select data by clicking the search icon.
Employer Liabilities/FICA MediCare	Enter the employee liabilities/FICA Medicare or select data by clicking the search icon.
Employer Liabilities/FUT(Federal Unemployment Tax)	Enter the employee liabilities/FUT tax or select data by clicking the search icon.
Distribute Expense	Check this box if applicable.

24. Click **OK**. The information edited is saved. The Expanded Default Settings page(**Figure 10**) is displayed.

OR

Click **Cancel**. The original information is shown. The Expanded Default Settings page(**Figure 10**) is displayed.

25. Click the ***Tips Processing*** link. The Tips Processing page(**Figure 13**) is displayed.

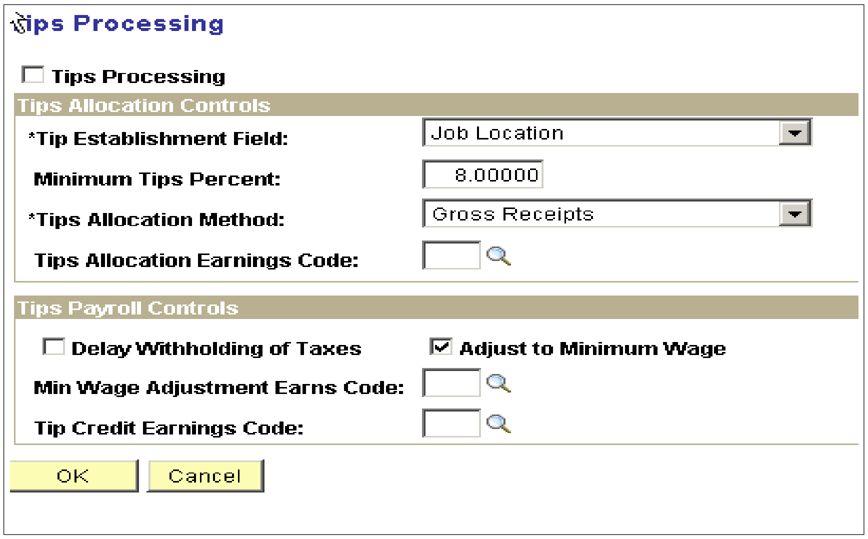

Figure 13. Tips Processing page

26. Complete the fields as follows:

Tips Processing	Check this box if applicable.

***Tip Establishment Field** This field defaults to `Job Location`. To change the default, select data from the drop-down list. The valid values are as follows:

Tip Establishment Valid Values
Job Business Unit
Job Company
Job Dept ID
Job Location
Pay Earnings Bus Unit
Pay Earnings Company
Pay Earnings Dept ID

Minimum Tips Percent This field defaults to 8.0000. Change the data if applicable.

***Tips Allocation Method** This field defaults to `Gross Receipts`. To change the default, select data from the drop-down list. The valid values are `Good Faith (Custom)`, `Hours Worked`, and `Gross Receipts`.

Tips Allocation Earnings Code Select data by clicking the search icon.

Delay Withholding Of Taxes Check this box if applicable.

Adjust To Minimum Wage This field is checked. Uncheck this box if applicable.

Min Wage Adjustment Earns Code Enter the applicable information or select data be clicking the search icon.

Tip Credit Earnings Code Select data by clicking the search icon.

27. Click **OK**. The information edited is saved. The Expanded Default Settings page(**Figure 10**) is displayed.

OR

Click **Cancel**. The original information is shown. The Expanded Default Settings page(**Figure 10**) is displayed.

28. Click the ***Tax Details*** link. The Tax Details page(**Figure 14**) is displayed.

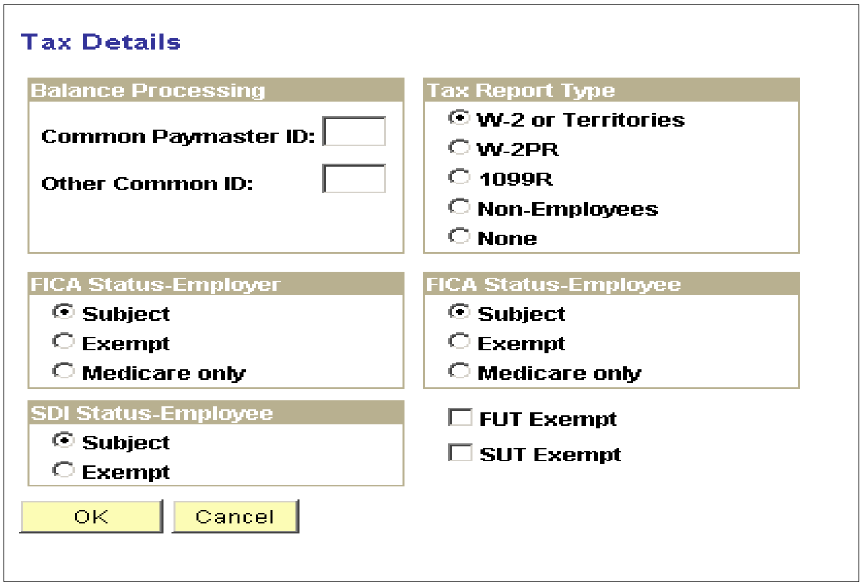

Figure 14. Tax Details page

29. Complete the fields as follows:

Common Paymaster ID	Enter the applicable information.
Other Common ID	Enter the applicable information.
FICA Status-Employer/Subject	This box is checked. Uncheck this box if applicable.
FICA Status-Employer/Exempt	Check this box if applicable.
FICA Status-Employer/ Medicare Only	Check this box if applicable.
SDI Status-Employee/ Subject	This box is checked. Uncheck this box if applicable.
SDI Status-Employee/ Exempt	Check this box if applicable.
Tax Report Type/W-2 Or Territories	This box is checked. Uncheck this box if applicable.
Tax Report Type/W-2PR	Check this box if applicable.

Tax Report Type/1099R	Check this box if applicable.
Tax Report Type/Non-Employees	Check this box if applicable.
Tax Report Type/None	Check this box if applicable.
FICA Status-Employee/Subject	This box is checked. Uncheck this box if applicable.
FICA Status-Employee/ Exempt	Check this box if applicable.
FICA Status-Employee/ Medicare Only	Check this box if applicable.
FUT Exempt (Federal Unemployment Tax)	Check this box if applicable.
SUT Exempt (State Unemployment Tax)	Check this box if applicable.

30. Click **OK**. The information is saved. The Expanded Default Settings page (**Figure 10**) is displayed.

OR

Click **Cancel**. The original information is shown. The Expanded Default Settings page (**Figure 10**) is displayed.

31. Click the ***Phones*** tab. The Phones tab - Agency USF page(**Figure 15**) is displayed.

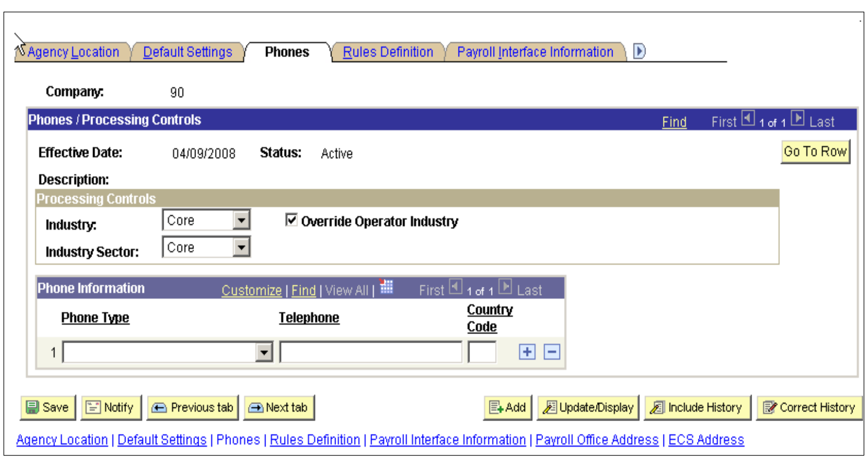

Figure 15. Phones tab - Agency USF page

32. Complete the fields as follows:

Industry	This field defaults to `Core`. To change, select data from the drop-down list. The valid values are listed below.

Industry Valid Values
Core
Education
Fin Sus
Government
Health Cre
Retail
Transport
Utilities

Industry Sector	This field defaults to `Core`. To change, select data from the drop-down list. The valid values are listed below.

Industry Sector Valid Values
Core Public Sct
Core
US Federal

Phone Type	Enter the applicable information or select data from the drop-down list. The valid values are listed below.

Phone Type Valid Values
Business
Campus
Dormitory
Fax
Flexiplace Phone
Home
Mobile
Other
Pager 1
Pager 2
Telex

Telephone	Enter the applicable telephone number.
Country Code	Enter the applicable country code.

33. Click the ***Rules Definition*** tab. The Rules Definition tab - Agency USF page(**Figure 16**) is displayed.

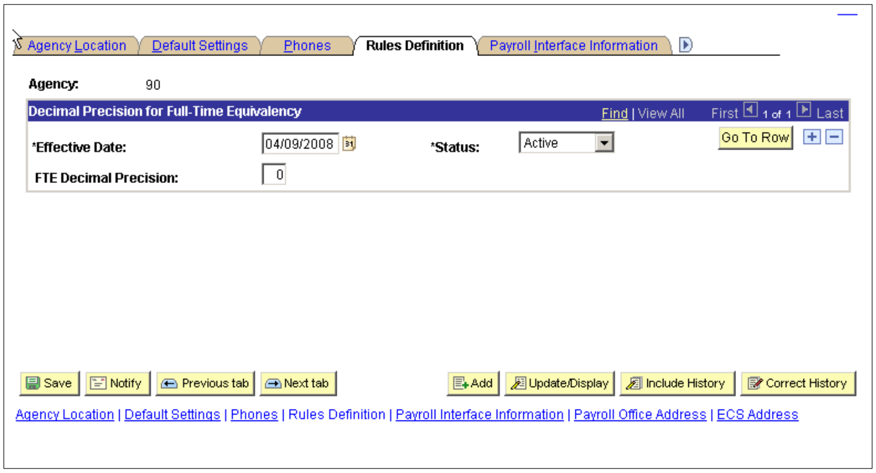

Figure 16. Rules Definition tab

34. Complete the fields as follows:

Agency	This field is populated.
***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and change the information. Enter the applicable effective date of the entry or select a date from the calendar icon.
***Status**	This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`**, and **`Inactive`**.
FTE Decimal Precision	Enter the applicable information.

35. Click the ***Payroll Interface Information*** tab. The Payroll Interface Information tab - Agency USF page(**Figure 17**) is displayed.

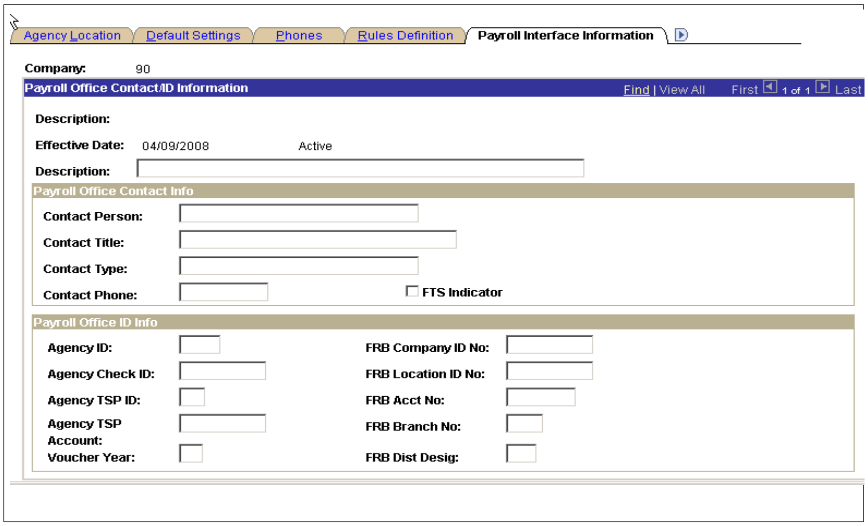

Figure 17. Payroll Interface tab - Agency USF

36. Complete the fields as follows:

Company	This field is populated based on the agency selected in the search criteria.
Effective Date	This field is populated.
Description	Enter the applicable information.
Contact Person	Enter the contact person for the payroll interface.
Contact Title	Enter the title of the contact person for the payroll interface.
Contact Type	Enter the type of contact for the payroll interface.
Contact Phone	Enter the contact’s phone number.
FTS Indicator	Check this box if FTS is applicable.
Agency ID	Enter the Agency ID.
FRB Company ID No	Enter the applicable information.
Agency Check ID	Enter the applicable information.

FRB Location ID No — Enter the applicable information.

Agency TSP ID — Enter the applicable information.

FRB Acct No — Enter the applicable information.

Agency TSP Account — Enter the applicable information.

FRB Branch No — Enter the applicable information.

Voucher Year — Enter the applicable information.

FRB Dist Desig — Enter the applicable information.

37. Click the ***Payroll Office Address*** tab. The Payroll Office Address tab - Agency USF page(**Figure 18**) is displayed.

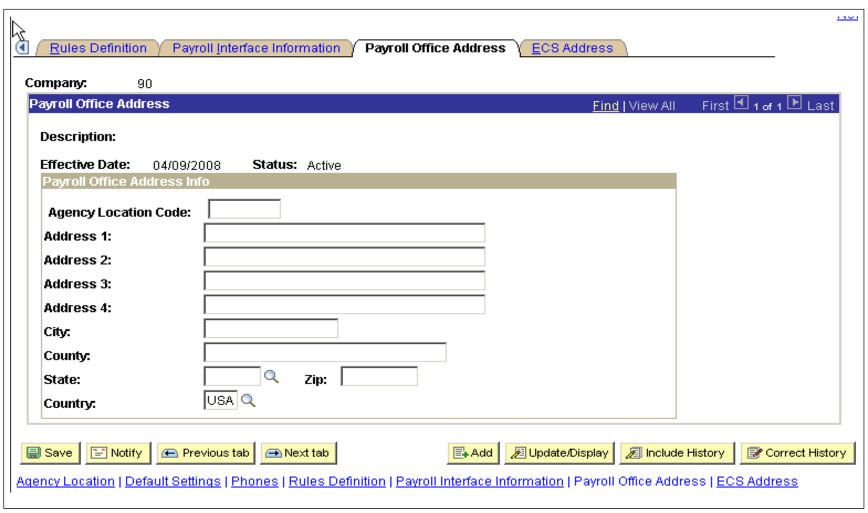

Figure 18. Payroll Office Address tab

38. Complete the fields as follows:

Company — This field is populated based on the agency selected in the search criteria.

Effective Date — This field is populated.

Status — This field is populated.

Agency Location Code	Enter the location of the payroll office.
***Address 1**	Enter the first line of the payroll office address.
Address 2	Enter the second line of the payroll office address if applicable.
Address 3	Enter the third line of the payroll office address if applicable.
Address 4	Enter the fourth line of the payroll office address if applicable.
City	Enter the city of the payroll office.
State	Enter the state of the payroll office or select data by clicking the search icon.
Zip	Enter the zip code of the payroll office.
Country	Enter the country or select data by clicking the search icon.

39. Click the ***ECS Address*** tab. The ECS Address tab - Agency USF page (**Figure 19**) is displayed.

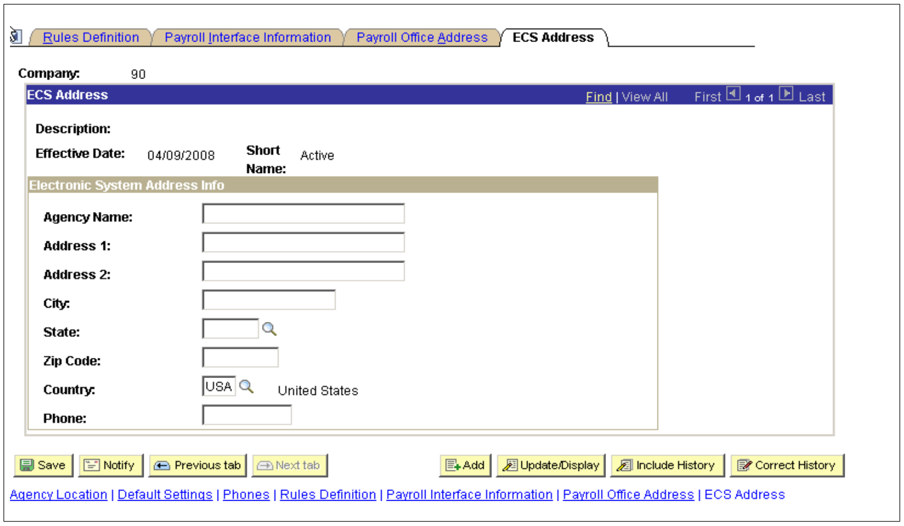

Figure 19. ECS Address tab - Agency USF page

40. Complete the fields as follows:

Company	This field is populated based on the agency selected in the search criteria.
Effective Date	This field is populated.
Status	This field is populated.
Agency Name	Enter the applicable information.
Address 1	Enter the first line of the address.
Address 2	Enter the second line of the address if applicable.
City	Enter the city.
State	Enter the state or select data by clicking the search icon.
Zip Code	Enter the zip code.
Country	This field defaults to `USA`. To change, select data by clicking the search icon.
Phone	Enter the phone number.

41. Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Previous Tab**	To view the data on the previous tab.
Click **Next Tab**	Is only available when there is another tab to select.
Click **Add**	To add the data.
Click **Update/Display**	To update the data entered.
Click **Include History**	To include historical data.
Click **Correct History**	To correct history.

Automatic Action Msgs

To enter an Automatic Action Msgs:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Automatic Action Msgs*** component. The Automatic Action Messages Table tab page (**Figure 20**) is displayed.

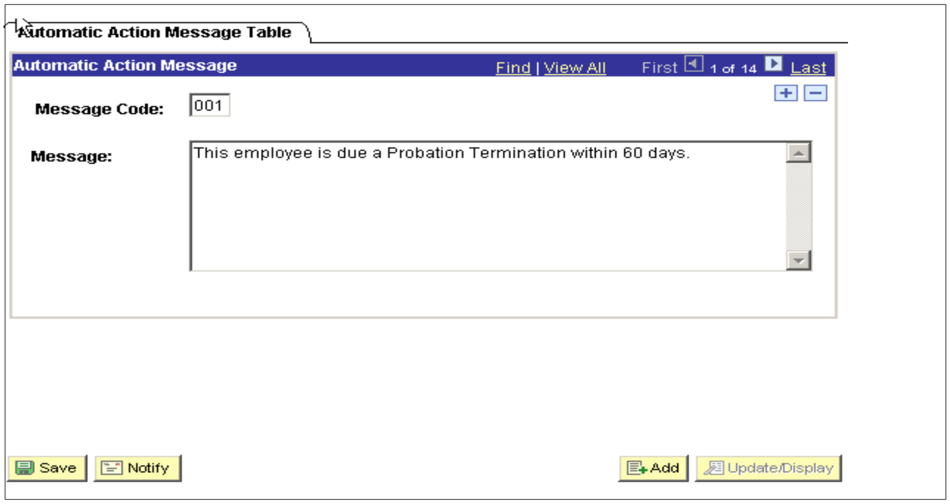

Figure 20. Automatic Action Message Table tab page

3. Complete the fields as follows:

Message Code	Enter the 3 position message code.
Message	Enter the descriptive message that corresponds to the message code.

4. Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add any additional data.
Click **Update/Display**	To clear the display.

Award Actions

To enter an Award Action:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Award Actions*** component. The Find An Existing Value tab - Award Actions page (**Figure 21**) is displayed.

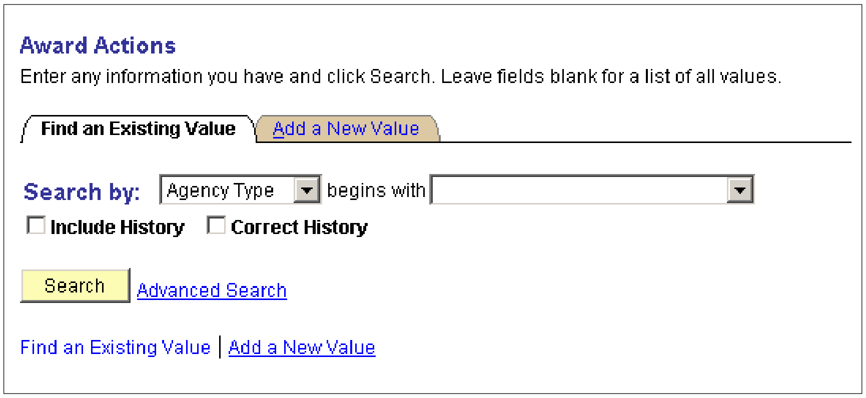

Figure 21. Find An Existing Value tab - Award Actions page

3. Complete the fields as follows:

Search By	Select data from the drop-down list. The valid values are `Action`, `Agency Type`, and `Reason Code`.
Begins With	Select data from the drop-down list. The valid values are:

Begins With Values
County
Federal
Gov Accountability Office
LOC

Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The Award Action Data tab page (**Figure 23**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab - Award Actions page (**Figure 21**) is displayed.

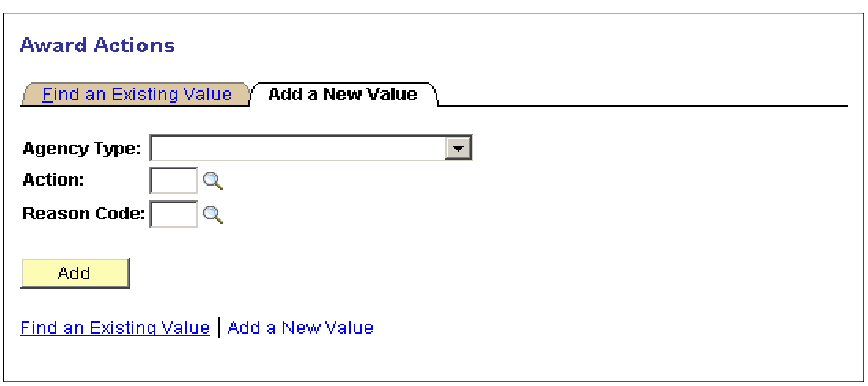

Figure 22. Add A New Value tab - Award Actions page

5. Complete the fields as follows:

Agency Type	Select data from the drop-down list. The valid values are `County`, `Federal`, `Gov Accountability Office`, and `LOG` .
Action	Enter the applicable action or select data by clicking the search icon.
Reason Code	Enter the applicable reason code or select data by clicking the search icon.

6. Click **Add**. The Award Action Data tab page (**Figure 23**) is displayed.

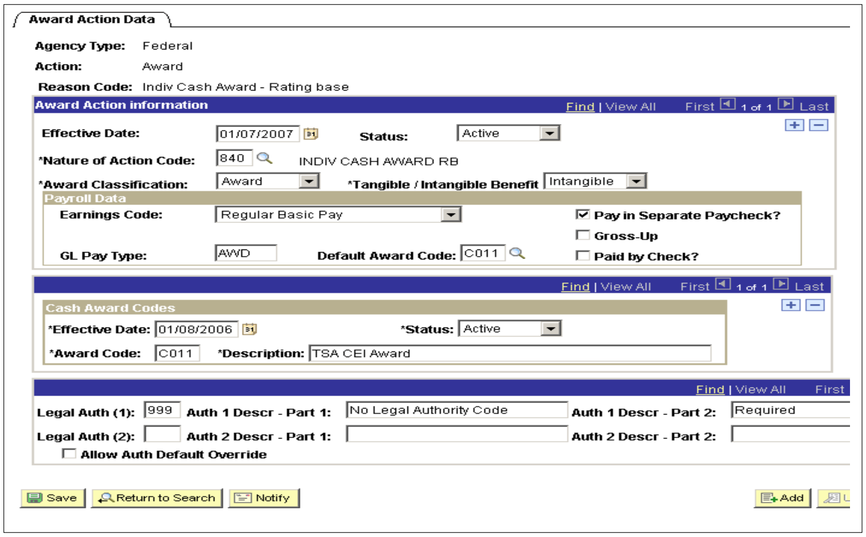

Figure 23. Award Action Data tab page

7. Complete the fields as follows:

Agency Type	This field is populated based on the search/add criteria entered.
Action	This field is populated based on the search/add criteria entered.
Reason Code	This field is populated based on the search/add criteria entered.
Effective Date	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.

Status	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`.
***Nature Of Action Code**	Enter the 3 position NOA code or select data by clicking the search icon.
***Award Classificiation**	Enter the award classification or select data from the drop-down list. The valid values are `Award` and `Bonus`.
***Tangible/Intangible Benefit**	Enter the applicable information or select data from the drop-down list. The valid values are `Tangibile` and `Intangible`, and `N/A`.
Earnings Code	Enter the earnings code or select data from the drop-down list. The values of the drop-down list vary based on the search criteria entered on the Find and Existing Value or Add A New Value tab and the NOA selected.
Pay In Separate Paycheck?	Check this box if applicable.
Gross-Up	Check this box if applicable.
GL Pay Type	The pay type is populated.
Default Award Code	Enter the default award code or select data by clicking the search icon.
Pay By Check?	Check this box if applicable.
***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter the applicable effective date of the entry or select a date from the calendar icon.
***Status**	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`.
***Award Code**	Enter the applicable award code.

***Description**	Enter the narrative description of the award code.
Legal Auth (1)	Enter the 3 position legal authority for the NOA.
Auth 1 Descr-Part 1	Enter the description for the legal authority 1.
Auth 1 Descr-Part 2	Enter the description for the legal authority 1 (ex: Required, Not Required).
Legal Auth (2)	Enter the legal authority for the NOA.
Auth 2 Descr-Part 1	Enter the description for the legal authority 2.
Auth 2Descr-Part 2	Enter the description for the legal authority 2 (ex: Required, Not Required).
Allow Auth Default Override	Check this box if applicable.

8. Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an award action code.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for an award action code.

Bank Table

To enter a Bank Table:

1. Select the ***EmpowHR Setup Tables (HD)*** on the menu.
2. Select the ***Bank Table*** component. The Find An Existing Value tab - Bank Table page(**Figure 24**) is displayed.

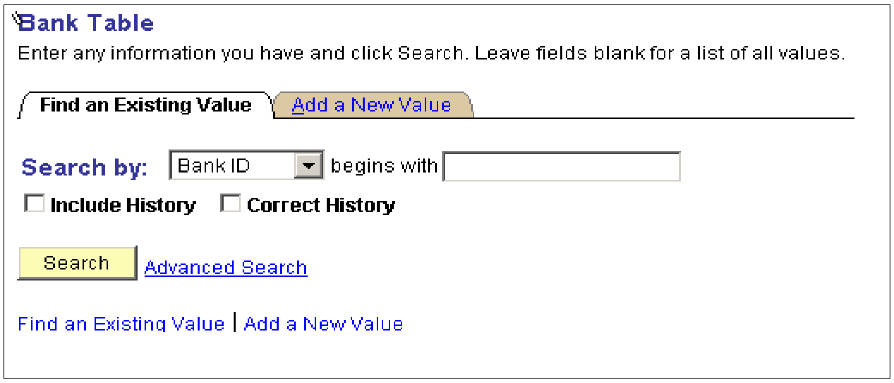

Figure 24. Find An Existing Value tab - Bank Table page

3. Complete the fields as follows:

Search By	Select data from the drop-down list. The valid values are `Bank Name` and `Bank ID`.
Begins With	Enter the data that corresponds with the Bank Name or Bank ID.
Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The Bank Table page (**Figure 26**) is displayed.

   OR

   Click the ***Add A New Value*** tab. The Add A New Value tab - Bank Table page (**Figure 25**) is displayed.

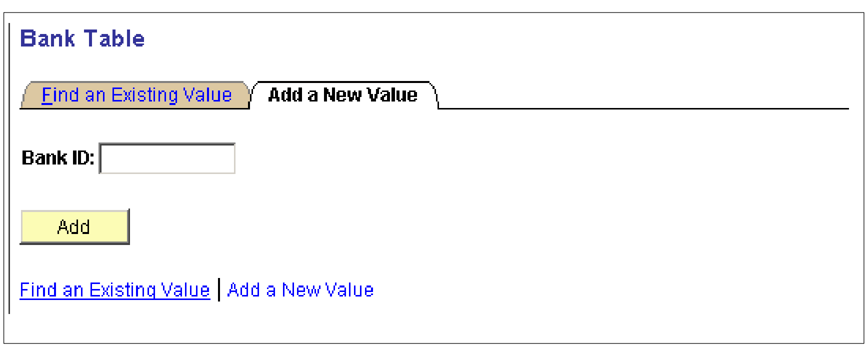

Figure 25. Add A New Value tab - Bank Table

5. Complete the field as follows:

Bank ID	Enter the 9 position Bank ID number.

6. Click **Add**. The Bank Table page (**Figure 25**) is displayed. The data that is displayed on the page is based on the information entered on the Find An Existing Value and the Add A New Value tab.

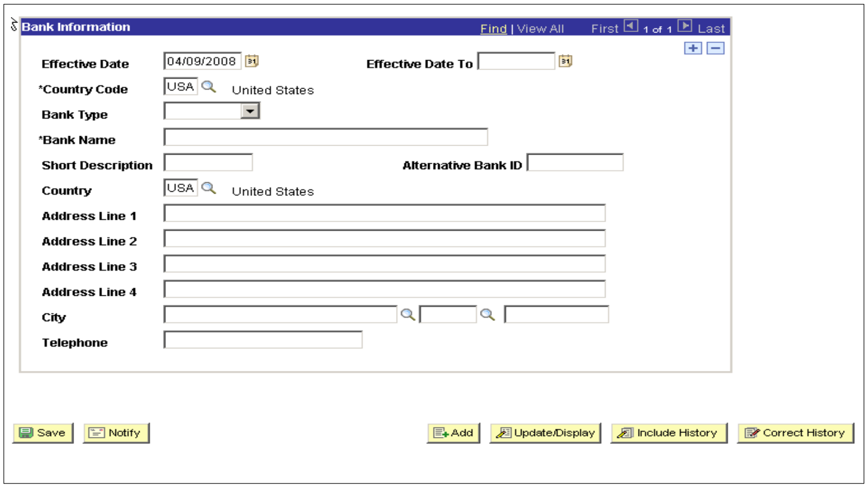

Figure 26. Bank Table page

7. Complete the fields as follows:

Effective Date	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter the applicable effective date of the entry or select a date from the calendar icon.
Effective Date To	Enter the applicable effective date of the entry or select a date from the calendar icon.
***Country Code**	This field defaults to `USA`. Change data by clicking the search icon.
***Bank Type**	Enter the applicable data or select data from the drop-down list. The valid values are listed below:

Bank Type Values
Commercial
Community
General
Post Bank
Savings

Bank Name	Enter the name of the bank.

Short Description	Enter the short name of the bank.
Country	This field defaults to `USA`. Change data by clicking the search icon.
Address Line 1	Enter the first line of the address.
Address Line 2	Enter the second line of the address if applicable.
Address Line 3	Enter the third line of the address if applicable.
Address Line 4	Enter the forth line of the address if applicable.
City	Enter the city or select data by clicking the search icon.
State	Enter the state or select data by clicking the search icon.
Postal Code	Enter the zip code.
Telephone	Enter the telephone number of the bank.

8. Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click **Notify**	To send information to the next individual in the workflow.
Click **Add**	To add a bank code.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for a bank code.

Bargaining Unit Table USF

To enter a Bargaining Unit:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Bargaining Unit Table USF*** component. The Find An Existing Value tab - Bargaining Unit Table page (**Figure 27**) is displayed.

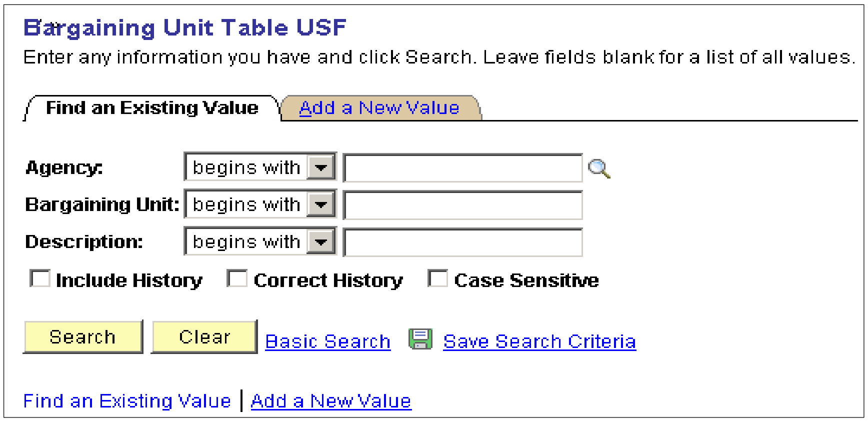

Figure 27. Find An Existing Value tab - Bargaining Unit Table USF

3. Complete the fields as follows:

Agency	Select the applicable search criteria from the drop-down list.
Bargaining Unit	Click the down arrow to choose a search criteria.
Description	Click the down arrow to choose a search criteria.
Include History	Check this box to include history.
Correct History	Check this box to correct history.
Case Sensitive	Check this box if the information is case sensitive.

4. Click **Search**. The General Bargaining Unit Data tab - Bargaining Unit Table USF page (**Figure 29**) is displayed.

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab - Bargaining Unit Table USF page (**Figure 28**) is displayed.

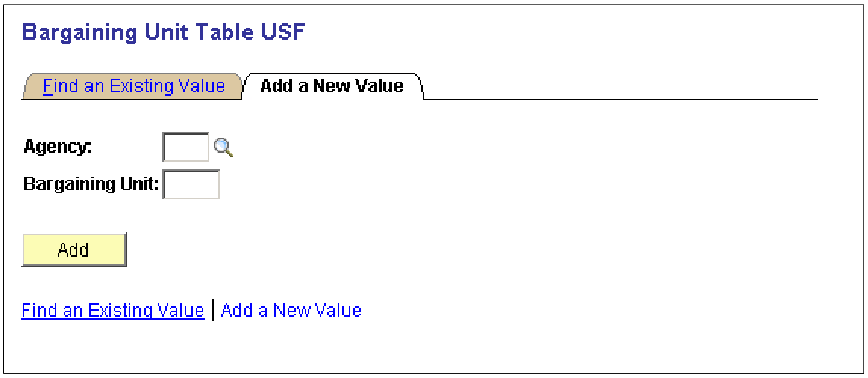

Figure 28. Bargaining Unit Table USF Add A New Value tab

5. Complete the fields as follows:

Agency — Enter the agency for the bargaining unit or select data by clicking the search icon.

Bargaining Unit — Enter the bargaining unit for the agency.

6. Click **Add**. The General Bargaining Unit Data tab - Bargaining Unit Table USF page (**Figure 29**) is displayed. The data that is displayed on the page is based on the search/add criteria entered.

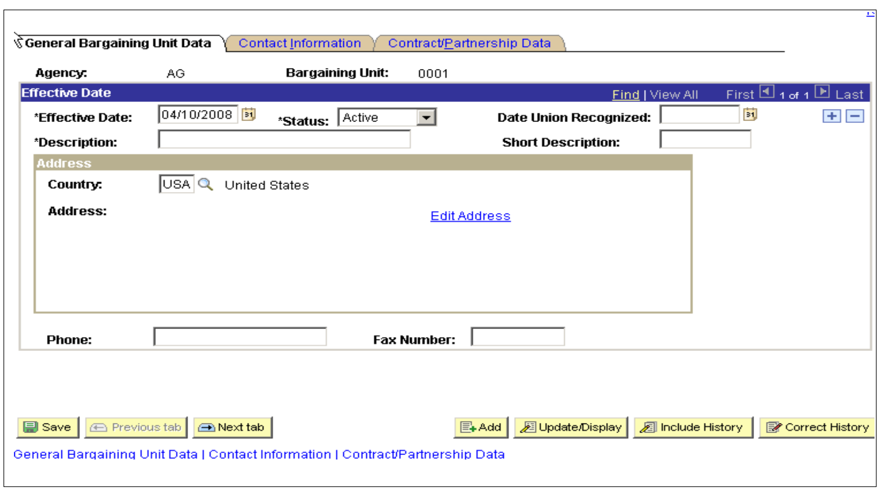

Figure 29. General Bargaining Unit Data tab - Bargaining Unit Table USF page

7. Complete the fields as follows:

***Effective Date** — The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and change the information. Enter the applicable effective date of the entry or select a date from the calendar icon.

***Status**	Enter the status or select data from the drop-down list. The valid values are `Active`, `Inactive`, and `Freeze`.
Date Union Recognized	Enter the applicable date or select a date from the calendar icon.
***Description**	Enter the description of the bargaining unit.
Short Description	Enter the short description of the bargaining unit.
Country	This field defaults to `USA`. Change data by clicking the search icon.
Phone	Enter the phone number of the bargaining unit.
Fax Number	Enter the fax number of the bargaining unit.

8. Click ***Edit Address*** link. The Edit Address page (**Figure 30**) is displayed.

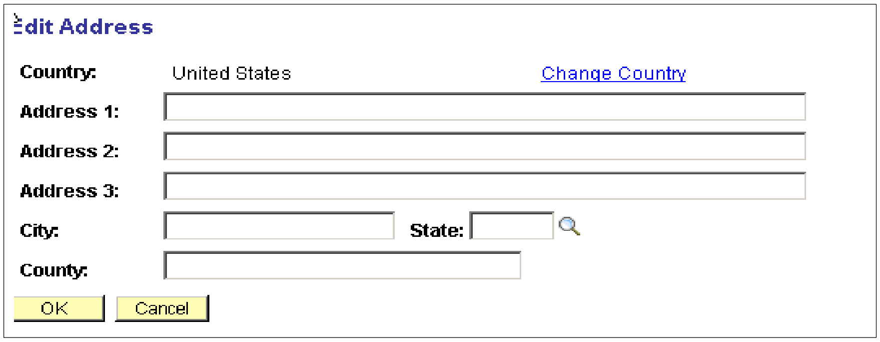

Figure 30. Edit Address page

Country	This field is populated with United States.
Address 1	Enter or edit the first line of the bargaining unit address
Address 2	Enter or edit the second line of the bargaining unit address if applicable.
Address 3	Enter or edit the third line of the bargaining unit address if applicable.
City	Enter the city.

State Enter the state or select data by clicking the search icon.

Postal Enter the zip code.

County Enter the county.

9. Click **OK**. The information on the edit address page is saved. The General Bargaining Unit Data tab - Bargaining Unit Table USF page (**Figure 29**) is displayed.

   OR

   Click **Cancel**. The General Bargaining Unit Data tab - Bargaining Unit Table USF page (**Figure 29**) is displayed.

10. Select the ***Contact Information*** tab. The Contact Information tab - Bargaining Unit Table USF page (**Figure 31**) is displayed.

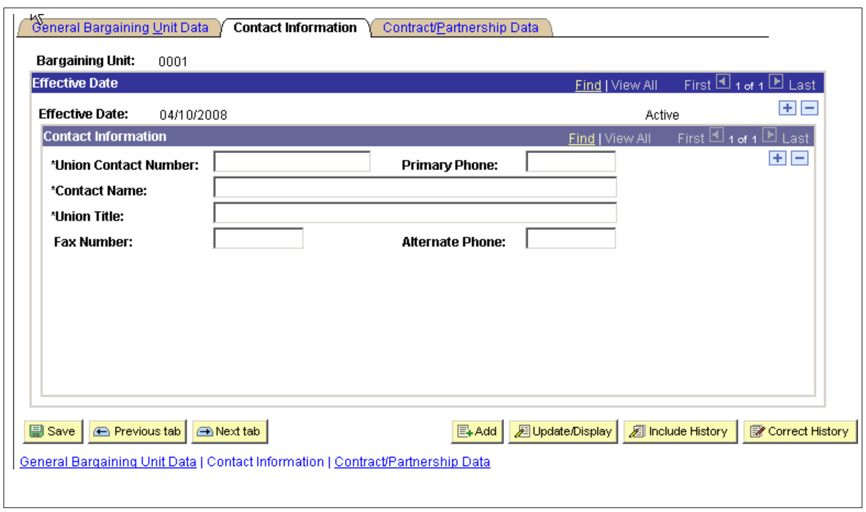

Figure 31. Contact Information tab - Bargaining Unit Table USF page

11. Complete the fields as follows:

Bargaining Unit This field is populated based on the search criteria entered.

Effective Date This field is populated based on the effective date entered on the General Bargaining Unit Data tab (**Figure 29**).

Status This field is populated based on the status selected on the General Bargaining Unit Data tab (**Figure 29**).

***Union Contact Number** Enter the union contact number.

Primary Phone Enter the primary phone number of the bargaining unit.

***Contact Name** Enter the contact name of the bargaining unit.

***Union Title** Enter the title of the contact name.

Fax Number Enter the fax number of the contact name.

Alternate Phone Enter the alternate phone number of the contact name.

12. Click the ***Contract/Partnership Data*** tab. The Contract/Partnership Data tab - Bargaining Unit Table USF page (**Figure 32**) is displayed.

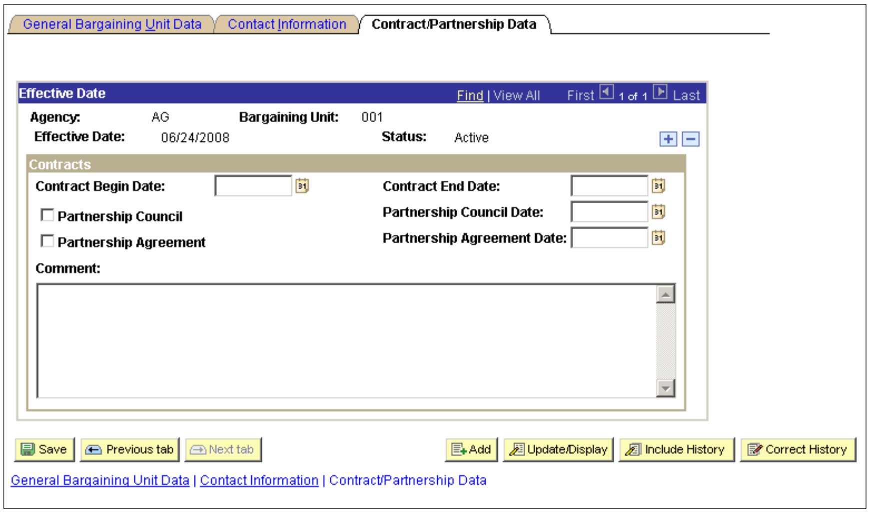

Figure 32. Contract/Partnership Data tab - Bargaining Unit Table page

13. Complete the fields as follows:

Agency This field is populated based on the search criteria entered.

Bargaining Unit This field is populated based on the search criteria entered.

Effective Date This field is populated based on the effective date entered on the General Bargaining Unit Data tab (**Figure 29**).

Status This field is populated based on the status selected on the General Bargaining Unit Data tab (**Figure 29**).

Contract Begin Date	Enter the data the bargaining contract begins or select a date from the calendar icon.
Contract End Date	Enter the data the bargaining contract ends or select a date from the calendar icon.
Partnership Council	Check the box if applicable.
Partnership Council Date	If the Partnership Council box is checked, enter the partnership date or select a date from the calendar icon.
Partnership Agreement	Check the box if there is a partnership agreement.
Partnership Agreement Date	If the Partnership Agreement box is checked, enter the partnership agreement date or select a date from the calendar icon.
Comment	Enter the applicable comments.

14. Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click **Prevopis Tab**	To access the previous tab.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add a bargaining unit.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for a bargaining unit.

Charities Table

To enter a Charities Table:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Charities Table*** component. The Find An Existing Value tab - Charities Table page (**Figure 33**) is displayed.

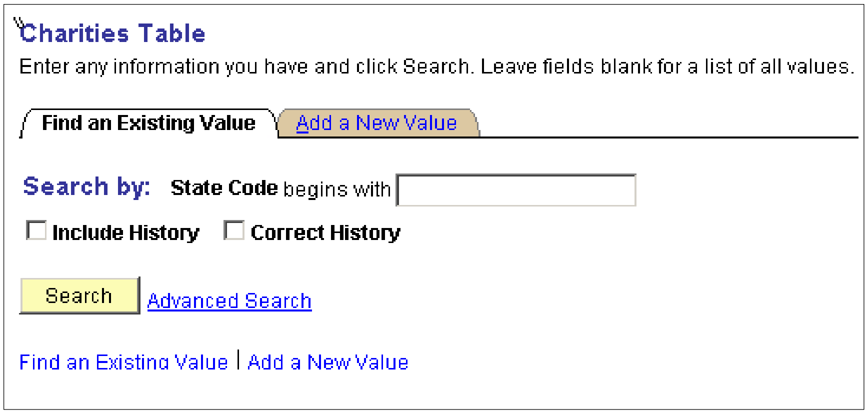

Figure 33. Find An Existing Value tab - Charities Table page

3. Complete the fields as follows:

State Code Begins With	Enter the state code.
Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The Charities Table tab page (**Figure 33**) is displayed.

   OR

   Click the ***Add A New Value*** tab. The Add A New Value tab - Charities Table page (**Figure 33**) is displayed.

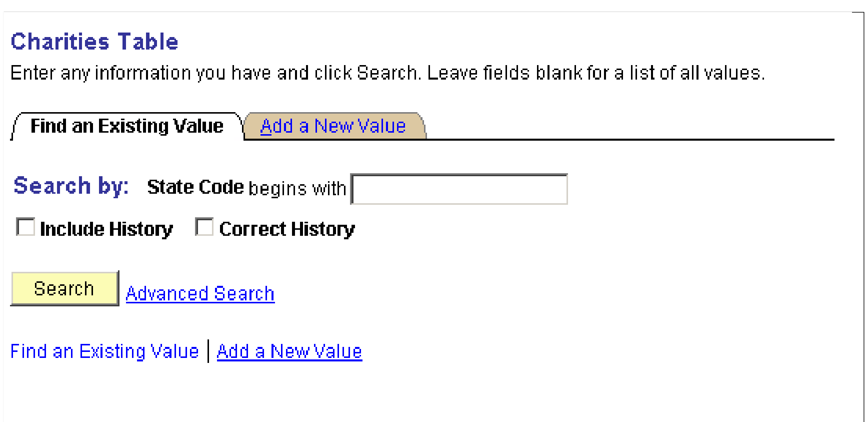

Figure 34. Add A New Value tab - Charties Table

5. Complete the fields as follows:

State Code Begins With	Enter the 2-position state code.
Include History	Check this box to include history.

Correct History — Check this box to correct history.

6. Click **Add**. The Charities Table tab page (**Figure 34**) is displayed. The data that is displayed on the tab is based on the search/add criteria entered.

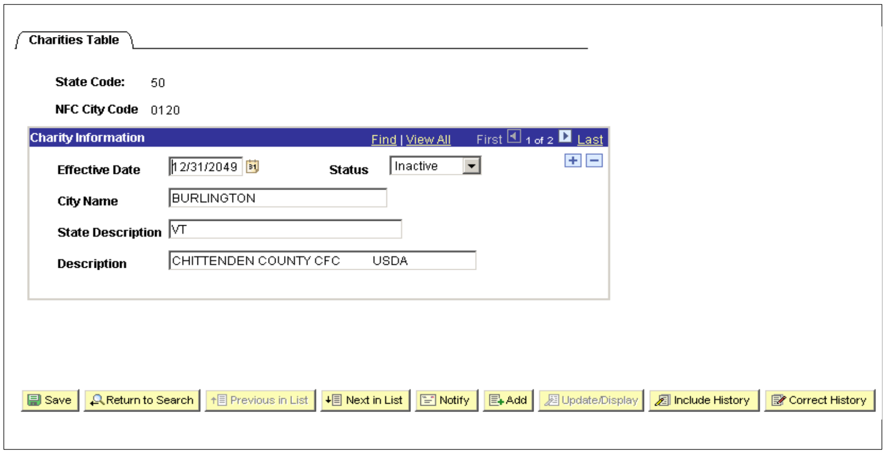

Figure 35. Charities Table tab

7. Complete the fields as follows:

State Code — This field is populated based on the search/add criteria entered.

NFC City Code — This field is populated based on the state code entered.

Effective Date — The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and change the information. Enter the applicable effective date of the entry or select a date from the calendar icon.

Status — Enter the status or select data from the drop-down list. The valid values are `Active`, `Inactive`, and `Freeze`.

City Name — Enter the name of the city for the charity.

State Description — Enter the state description name for the charity.

Description — Enter the description of the charity.

8. Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click **Return To Ssearch**	To search for another charity.
Click **Notify**	To notify the next individual in the workflow.
Click **Next In List**	To access the next charity entered.
Click **Add**	To add a charity.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into hsitory.
Click **Correct History**	To correct history for a charity.

City Table

To enter or modify a City Table:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***City Table*** component. The Find An Existing Value tab - City Information page (**Figure 36**) is displayed.

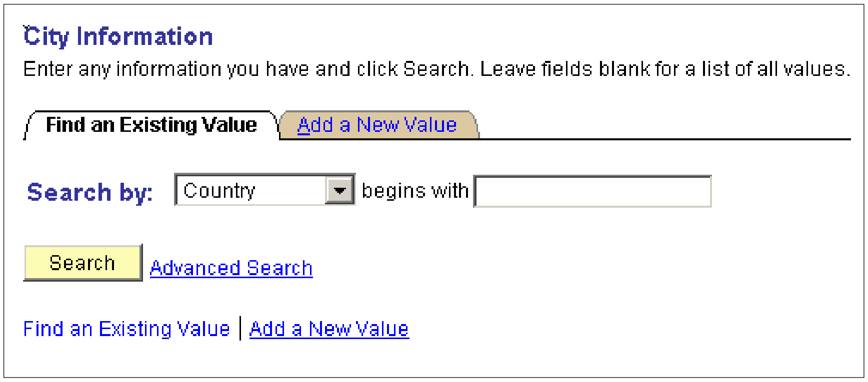

Figure 36. Find An Existing Value tab - City Information page

3. Complete the field as follows:

Search By:	Enter the applicable information for the search. The valid values are `Country`, `Location`, and `Code`.
Begins With	Enter the information that corresponds to the Search By value.

4. Click **Search**. The City Information tab page (**Figure 38**) is displayed.

   OR

   Click the ***Add A New Value*** tab. The Add A New Value tab - City Information page (**Figure 37**) is displayed.

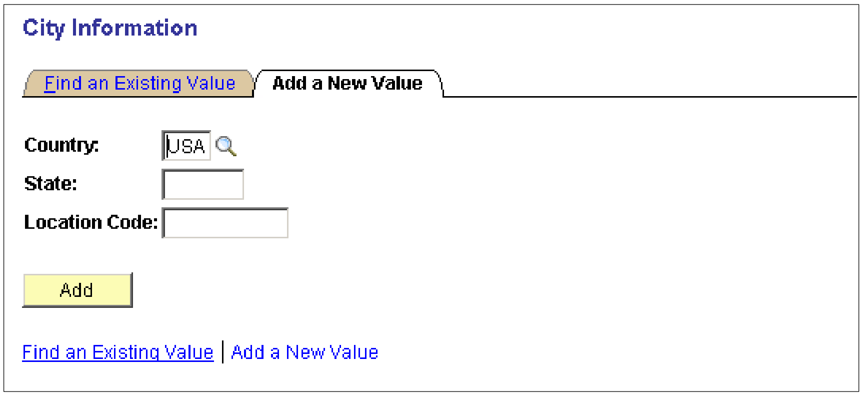

Figure 37. Add A New Value tab - City Information

5. Complete the fields as follows:

Country	This field defaults to **USA**. Change the data by clicking the search icon.
State	Enter the 2 position numeric state code.
Location Code	Enter the numeric location code.

6. Click **Add**. The City Information tab page (**Figure 38**) is displayed.

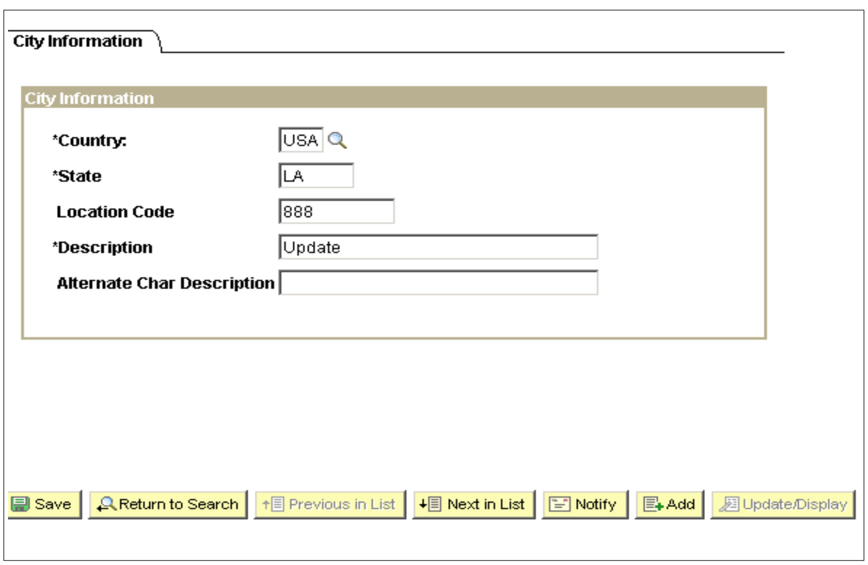

Figure 38. City Information tab page

***Country**	This field defaults to **USA**. To change the country, search data by clicking the search icon.

***State**	This field defaults to the state entered on the Find An Existing Value or Add A New Value tabs. Change the numeric state code if applicable.
Location Code	This field defaults to the location code entered on the Find An Existing Value or Add A New Value tabs. Change the 4-position numeric location code if applicable.
***Description**	Enter the location description.
Alternate Char Description	Enter the alternate location description.

7. Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click **Return To Ssearch**	To search for another charity.
Click **Next In List**	To access the next charity entered.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add a charity.

County Table

To enter a County Table:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***County Code*** component. The Find An Existing Value tab - County Information page (**Figure 39**) is displayed.

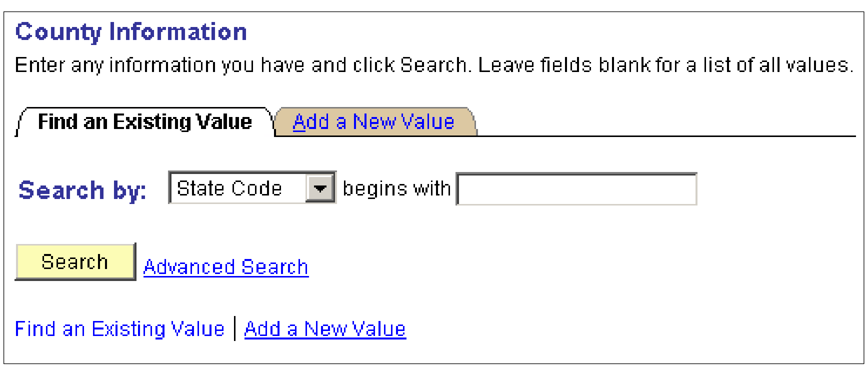

Figure 39. Find An Existing Value tab - County Information

3. Complete the fields as follows:

Search By:	Enter the applicable search information or select data from the drop-down list. The valid values are `State Code`, and `County Code`.
Begins With	Enter the information that corresponds to the Search By value.

4. Click **Search**. The County Information page (**Figure 41**) is displayed.

   OR

   Click the ***Add A New Value*** tab. The Add A New Value tab -County Information page (**Figure 40**) is displayed.

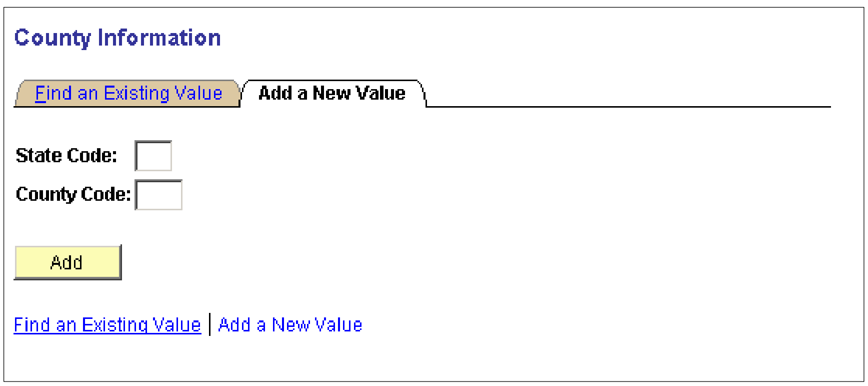

Figure 40. Add A New Value tab - County Information page

5. Complete the fields as follows:

State Code	Enter the 2 position state code to be added.
County Code	Enter the county code to be added.

6. Click **Add**. The County Information page (**Figure 41**) is displayed.

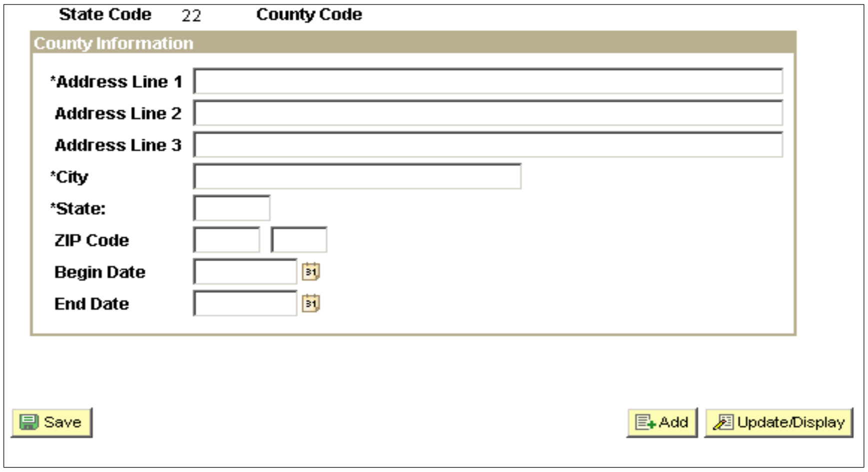

Figure 41. County Information page

7. Complete the fields as follows:

State Code This field is populated based on the search/add criteria entered.

County Code This field is populated based on the search criteria/add entered.

***Address 1** Enter the first line of the address.

Address 2 Enter the second line of the address if applicable.

Address 3 Enter the third line of the address if applicable.

***City** Enter the city.

***State** Enter the state.

Zip Code Enter the zip code.

Begin Date Enter the date the address information becomes valid or select a date from the calendar icon.

End Date Enter the date the address information is no longer valid or select a date from the calendar icon.

8. Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click **Add**	To add city information.
Click **Update/Display**	To clear the display

Departments USF

The Department USF table is used to set up the organizational structure that is used to access the proper level of data in EmpowHR. The table is also used for Mass Realignments The Departments USF table is also used for mass realignements. For this reason, the table is automatically updated from Table Management (TMGT) Table 005, Org Structure Table from a file that is received from the agency.

At the time TMGT, Table 005 is updated, NFC produces an excel spreadsheet and is supplied to the agency for verification of the mass realignement. The agency will send a file to NFC to load the Personnel Action Request (PAR) actions associated with the reorganization. The agency verifies the PAR transactions and print the Standard Form 50 (SF50) inside ***EmpowHR***.

The agency will be requested to submit a migration ceritificate to the ***EmpowHR*** migrate mailbox *EMPOWHR.MIGRATE@nfc.usda.gov*. The agency should make every effort to verify data timely to meet processing timelines.

The projected processing time for the update to the ***EmpowHR*** Department USF Set Up tables is one pay period. This automated process and timeline is based on the following assumptions:

To enter a Departments USF:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Departments USF*** component. The Find An Existing Value tab - Departments USF page (**Figure 42**) is displayed.

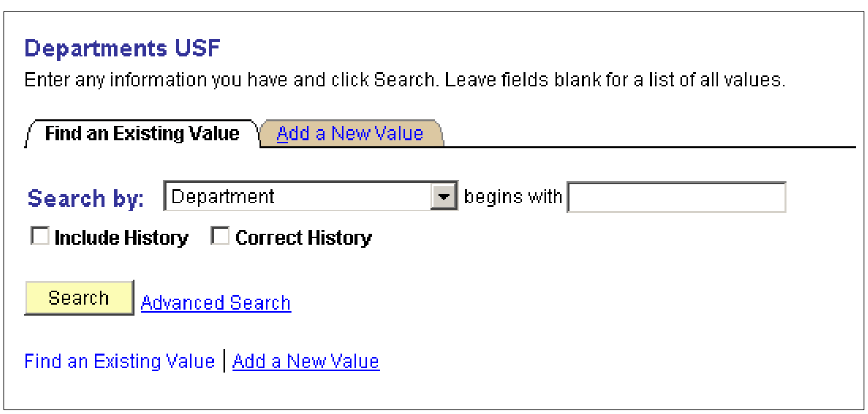

Figure 42. Find An Existing Value tab - Departments USF page

3. Complete the fields as follows:

Search By Enter the applicable search information or select data from the drop-down list. The valid values are listed below.

Search By Values
Set ID
Agency
Department
Description
Location Set ID
Organizational Structure Code 2nd level
Organizational Structure Code 3rd level
Organizational Structure Code 4th level
Organizational Structure Code 5th level
Organizational Structure Code 6th level
Organizational Structure Code 7th level
Organizational Structure Code 8th level

Begins With Enter the data that corresponds to the search by value.

Include History Check this box to include history.

Correct History Check this box to correct history.

4. Click **Search**. The Departmental Table tab page (**Figure 44**) is displayed.

   OR

   Click the ***Add A New Value*** tab. The Add A New Value tab - Departments USF page (**Figure 43**) is displayed.

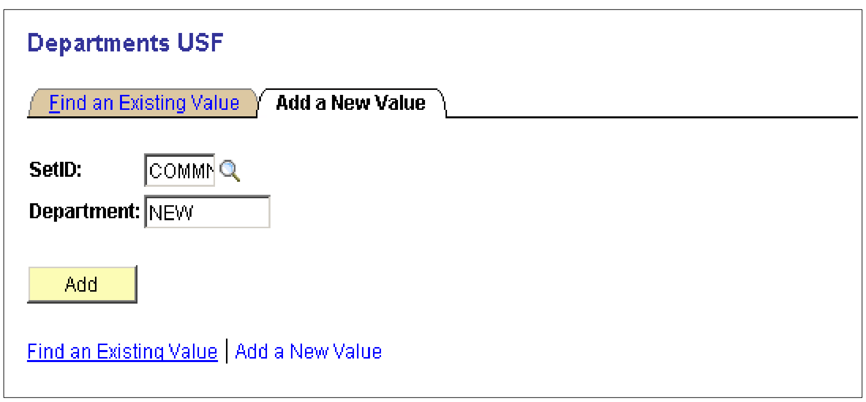

Figure 43. Add A New Value tab - Departments USF

5. Complete the fields as follows:

Set ID This field defaults to `COMM`. Change data by clicking the search icon.

Department	This field defaults to **`New`** and corresponds to the Add A New Value option selected.

6. Click **Add**. The Department Table tab - Departments USF page (**Figure 44**) is displayed.

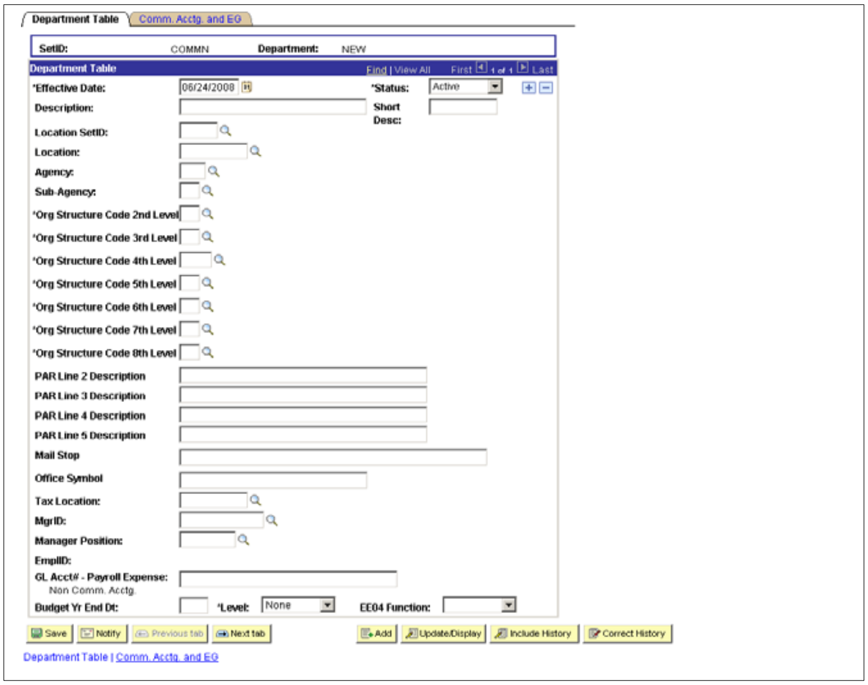

Figure 44. Department Table tab - Departments USF page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and change the information. Enter the applicable effective date of the entry or select a date from the calendar icon.
***Status**	Select the applicable status. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.
Description	Enter the narrative description for the agency.
Short Desc	Enter the narrative short description for the agency.
Location SetID	Enter the pay plan for the agency location SetID or select data by clicking the search icon.

Location	Enter the location of the department or select data by clicking the search icon.
Agency	Enter the agency or select data by clicking the search icon.
Sub-Agency	Enter the agency code for the department or select data by clicking the search icon.
***Org Structure Code 2nd Level**	Enter the 2nd level organization code or select data by clicking the search icon.
***Org Structure Code 3rd Level**	Enter the 3rd level organization code or select data by clicking the search icon.
***Org Structure Code 4th Level**	Enter the 4th level organization code or select data by clicking the search icon.
***Org Structure Code 5th Level**	Enter the 5th level organization code or select data by clicking the search icon.
***Org Structure Code 6th Level**	Enter the 6th level organization code or select data by clicking the search icon.
***Org Structure Code 7th Level**	Enter the 7th level organization code or select data by clicking the search icon.
***Org Structure Code 8th Level**	Enter the 8th level organization code or select data by clicking the search icon.
PAR Line 2 Description	Enter the applicable narrative for the field.
PAR Line 3 Description	Enter the applicable narrative for the field.
PAR Line 4 Description	Enter the applicable narrative for the field.
PAR Line 5 Description	Enter the applicable narrative for the field.
Mail Stop	Enter the applicable mail stop for the department.

Office Symbol	Enter the applicable narrative for the field.
Tax Location	Enter the applicable information or select data by clicking the search icon.
Mgr ID	Enter the applicable information or select data by clicking the search icon.
Manager Position	Enter the applicable information or select data by clicking the search icon.
EmplID	This field is populated.
GL Acct#-Payroll Expense	Enter the applicable narrative for the field.
Budget Yr End Date	Enter the budget year end date.
***Level**	This field defaults to `None`. Change the data if applicable or select data from the drop-down list. The valid values are listed below.

Levely Values
None
Department
Job Code
Line Item
Position

EEE04 Function	Enter the applicable information or select data from the drop-down list.

EE04 Values
Comm Dvlp
Correctns
Empl Secur
Financ Admin
Fire Prtct
Health
Hosp/Sanat
Housing
Narl Rsrc

EE04 Values
Not Countd
Other
Police Prt
Publ Welfare
Sanit/Sewg
Strts/Hwys
Util/Trans

8. Click the **Comm. Acctg. and EG** tab. The Comm. Acctg. And EG tab - Departments USF page (**Figure 45**) is displayed.

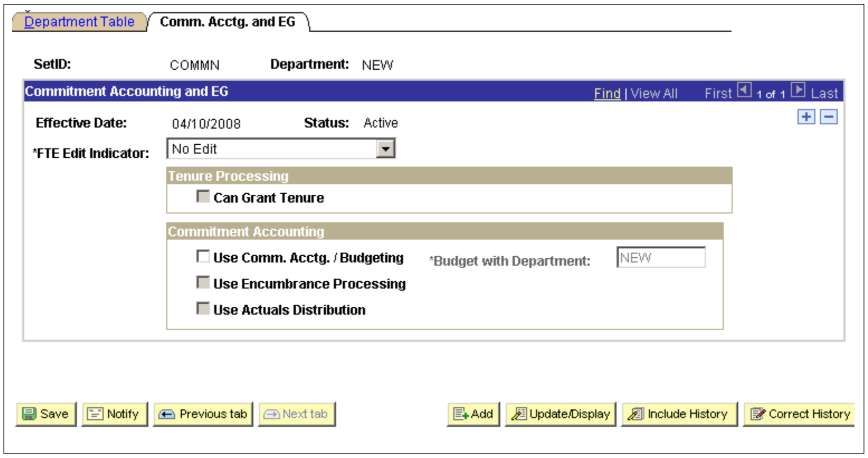

Figure 45. Comm. Acctg. And EG tab - Departments USF page

9. Complete the fields as follows:

SetID	This field is populated based on the search criteria.
Department	This field is populated based on the search criteria.
***Effective Date**	This field is populated based on the effective date selected on the Department Table tab (**Figure 44**)
***Status**	This field is populated based on the status selected on the Department Table tab(**Figure 44**).
***FTE Edit Indicated**	This field defaults to `No Edit`. Change the data by selecting data from the drop-down list. The valid values are `No Edit`, `Error`, and `Warning`.
Can Grant Tenure	Check this box if applicable.

Use Comm. Acctg./Budgeting Check this box if applicable.

***Budget With Department** This field is populated based on the status of the table.

Use Encumbrance Processing Check this box if applicable.

Use Actuals Distribution Check this box if applicable.

10. Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Previous Tab**	The previous tab is displayed.
Click **Add**	To add city information.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for city information.

Event Change Table

To enter an Event Change Table:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Event Change Table*** component. The Find An Existing Value tab - Event Change Table page (**Figure 46**) is displayed.

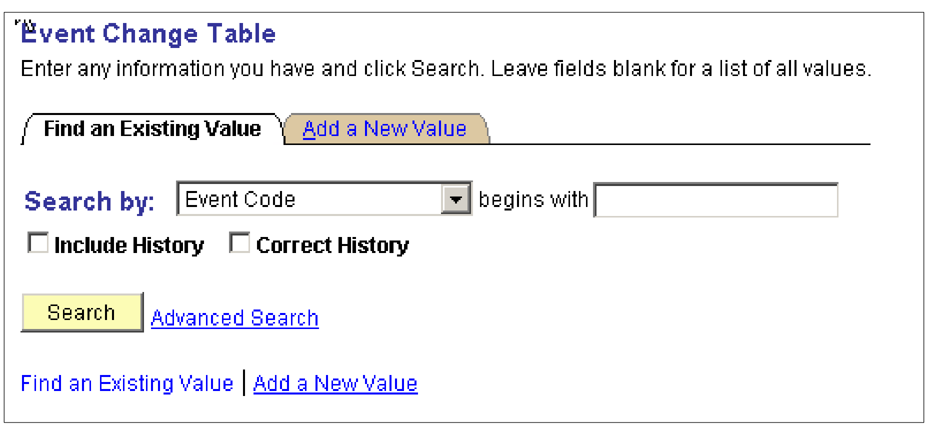

Figure 46. Find An Existing Value tab - Event Change Table page

3. Complete the fields as follows:

Search By Enter the applicable search information or select data from the drop-down list. The valid values are:

Search By Valid Values
Event Code
Description
Event Change Code
Status As Of Effective Date

Begins With Enter the information that corresponds to the Search By value.

Include History Check this box to include history.

Correct History Check this box to correct history.

4. Click **Search**. The Event Change Table page (**Figure 48**) is displayed.

   OR

   Click the ***Add A New Value*** tab. The Add A New Value tab - Event Change Table page (**Figure 46**) is displayed.

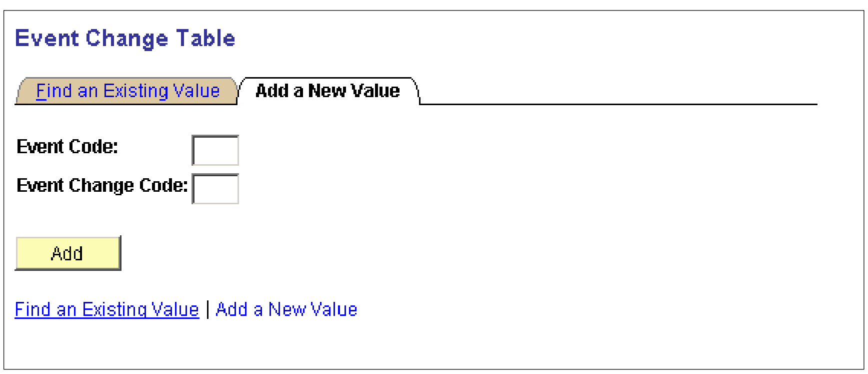

Figure 47. Add A New Value tab - Event Change Table page

5. Complete the fields as follows:

Event Code Enter the event code to be added.

Event Change Code Enter the event change code to be added

6. Click **Add**. The Event Change Table page (**Figure 48**) is displayed

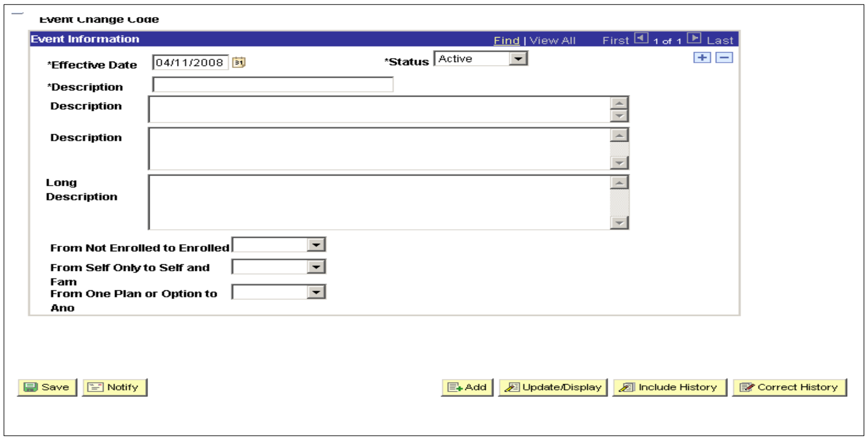

Figure 48. Event Change Table page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
***Status**	This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`**, and **`Inactive`**.
***Description**	Enter the event description.
Description	Enter the narrative description.
Description	Enter the narrative description.
Long Description	Enter the narrative description.
From Not Enrolled To Enrolled	Enter the applicable information or select data from the drop-down list. The valid values are **`Yes`**, **`No`**, **`Reenroll`**, and **`N/A`**.
From Self Only To Self And Fam	Enter the applicable information or select data from the drop-down list. The valid values are **`Yes`**, **`No`**, **`Reenroll`**, and **`N/A`**.

From One Plan Or Option To Ano	Enter the applicable information or select data from the drop-down list. The valid values are **`Yes`**, **`No`**, **`Reenroll`**, and **`N/A`**.

8. Click **Save** to save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an event change.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for an event change.

FEHB Plans

To enter an FEHB Plan:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***FEHB Plan*** component. The Find An Existing Value tab -FEHB Plans page (**Figure 49**) is displayed.

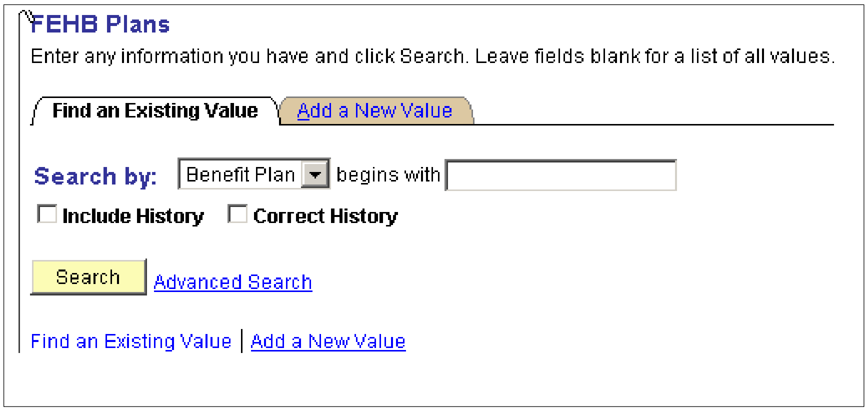

Figure 49. Find An Existing Value tab - FEHB Plans page

3. Complete the fields as follows:

Search By	Enter the applicable search information or select data from the drop-down list. The valid values are **`Benefit Plan`**, and **`Description`**.
Begins With	Enter the information that corresponds to the Search By value.
Include History	Check this box to include history

Correct History	Check this box to correct history.

4. Click **Search**. The Health Benefit Plans tab page (**Figure 51**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value - FEHB Plans page (**Figure 50**) is displayed.

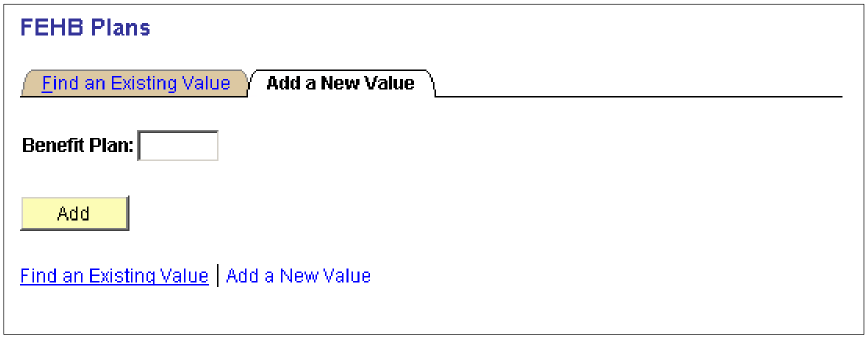

Figure 50. Add A New Value tab - FEHB Plans page

5. Complete the fields as follows:

Benefit Paln	Enter the Benefit Plan code to be added.

6. Click **Add**. The Health Benefit Plans tab page (**Figure 51**) is displayed.

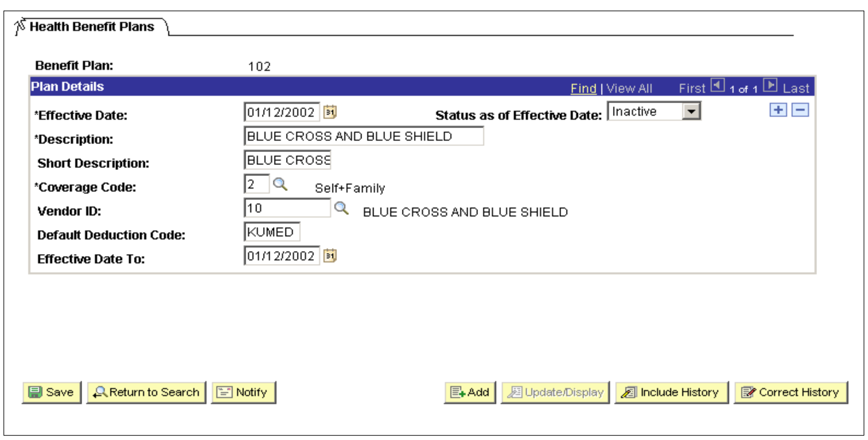

Figure 51. Health Benefit Plans tab page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.

***Status As Of Effective Date**	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`
***Description**	Enter the health plan description.
Short Description	Enter the narrative short description of the health plan.
***Coverage Code**	Enter the coverage code or select data by clicking the search icon.
Vendor ID	Enter the Vendor ID or select data by clicking the search icon.
Default Deduction Code	Enter the applicable information.
Effective Date To	Enter the applicable date or select a date from the calendar icon.

8. Click **Save** to save the document. At this point the following options are available:

Step	Action
Click **Return to Search**	To search for a health plan.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional health plan.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for a health plan.

FEHB Vendors

To enter a FEHB Vendor:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***FEHB Vendors*** component. The Find An Existing Value tab- FEHB Vendors page (**Figure 52**) is displayed.

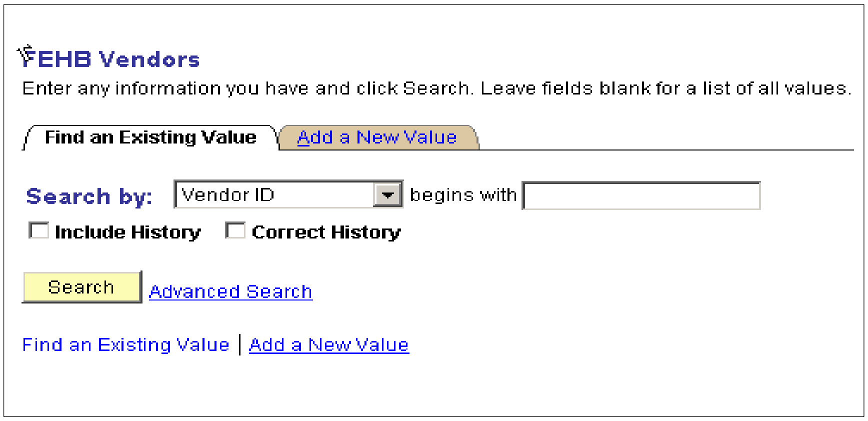

Figure 52. Find an Existing Value tab - FEHB Vendors page

3. Complete the fields as follows:

Search By	Enter the applicable search information or select data from the drop-down list. The valid values are `Vendor ID`, and `Short Vendor Name`.
Begins With	Enter the information that corresponds to the Search By value.
Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The Health Plan Vendor tab page (**Figure 54**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - FEHB Vendors page (**Figure 52**) is displayed.

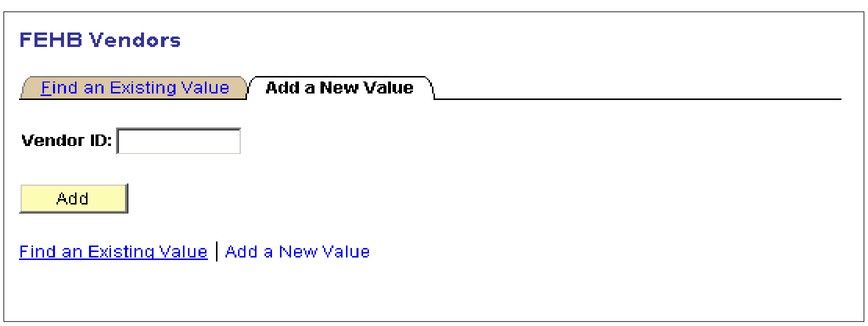

Figure 53. Add A New Value - FEHB Vendors page

5. Complete the fields as follows:

Vendor ID	The field name is populated from the Search By value selected. Enter the information to be added (Vendor ID, Short Vendor Name).

6. Click **Add**. The Health Plan Vendor tab tab page (**Figure 54**) is displayed.

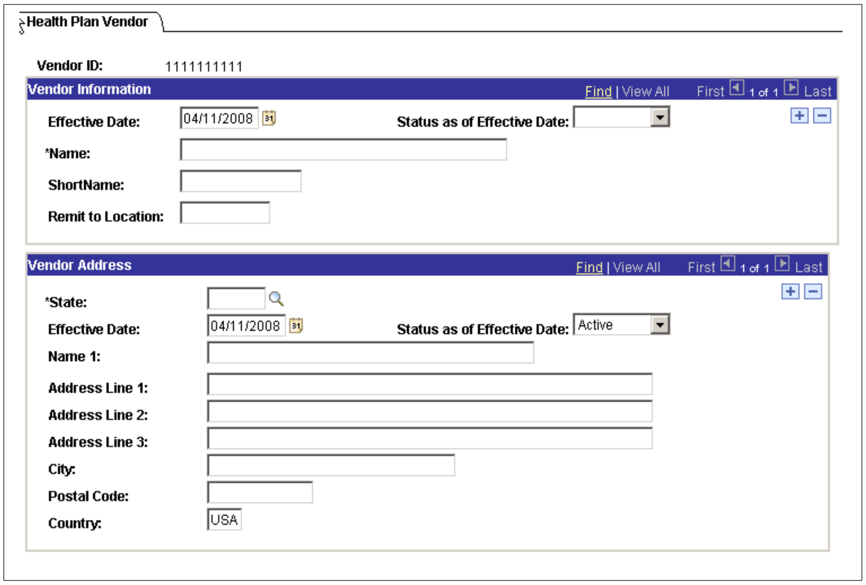

Figure 54. Health Plan Vendor tab page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
Status As Of Effective Date	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`.
***Name**	Enter the health plan vendor name.
Short Name	Enter the narrative short description of the health plan vendor.
Remit To Location	Enter the 2 position alpha state code for the health plan vendor location.
***State**	Enter the state of the health plan vendor.
Effective Date	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.

Status As Of Effective Date	This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.
Name 1	Enter the name of the health plan vendor.
Address Line 1	Enter the first line of the health plan vendor address.
Address Line 2	Enter the second line of the health plan vendor address if applicable.
Address Line 3	Enter the third line of the health plan vendor address if applicable.
City	Enter the city of the health plan vendor.
Postal code	Enter the zip code of the health plan vendor.
Country	This field defaults to **`USA`**. Change if applicable.

8. Click **Save** to save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional health plan vendor.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for a health plan vendor.

Geographic Location

To enter a Geographic Location:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Geographic Location*** component. The Find An Existing Value tab - Geographic Location page (**Figure 55**) is displayed.

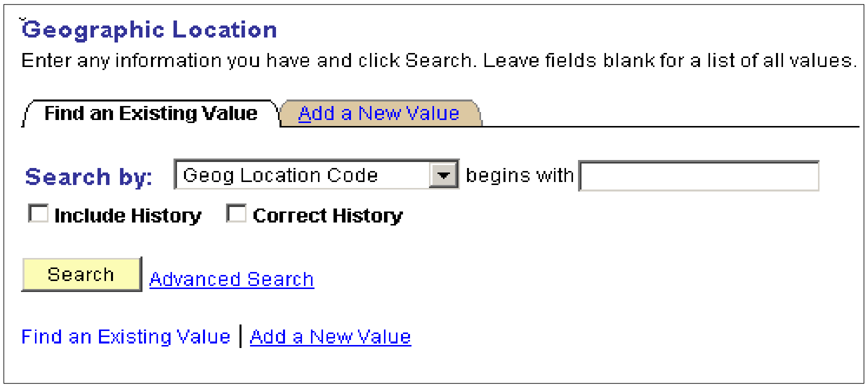

Figure 55. Find An Existing Value tab - Geographic Location page

3. Complete the fields as follows:

Search By	Enter the applicable search information or select data from the drop-down list. The valid values are:

Search By Valid Values
City
County
Geog. Location Code
State/Country Description

Begins With	Enter the information that corresponds to the Search By value.
Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The Geographic Location tab page (**Figure 56**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Geographic Location page is displayed.

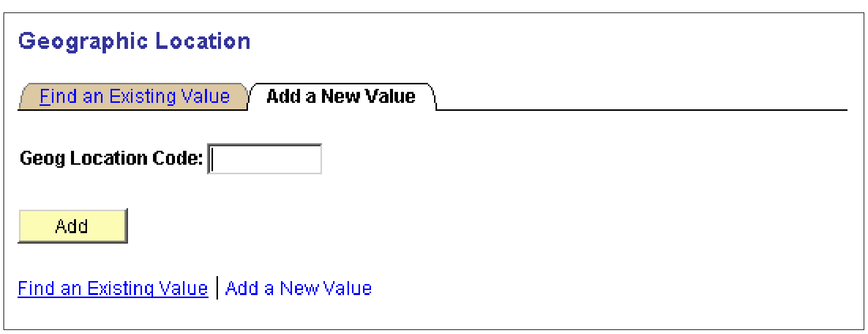

Figure 56. Add A New Value tab - Geographic Location page

5. Complete the fields as follows:

Geog Location Code	The field name is populated from the Search By value selected. Enter the information to be added.

6. Click **Add**. The Geographic Location tab page (**Figure 57**) is displayed.

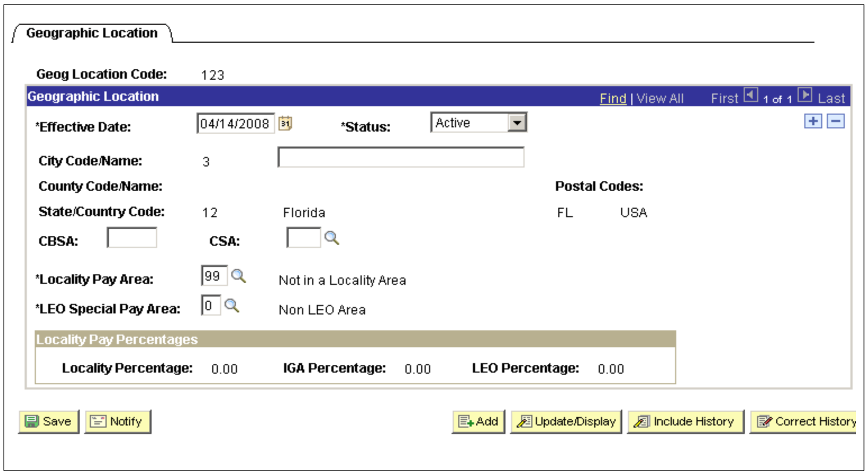

Figure 57. Geographic Location tab page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and change the information. Enter a date or select a date from the calendar icon.
***Status**	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze`, and `Inactive`.
City Code/Name	Enter the city code name.
Country Code Name	Enter the country code name.
State/Country Code	Enter the state/country code
CBSA	Enter the applicable information.
CSA	Enter the 2 position number CSA number or select data by clicking the search icon.

Postal Codes	This field is populated.
***Locality Pay Area**	Enter the 2 position numeric locality pay area or select data by clicking the search icon.
LEO Special Pay Area	Enter the 1 position numeric LEO special pay area or search data by clicking the search icon.
Locality Percentage	Enter the applicable percentage.
IGA Percentage	Enter the applicable percentage.
LEO Percentage	Enter the applicable percentage.

8. Click **Save** to save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional geographic location code.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for a geographic location code.

Legal Authority

To enter a Legal Authority:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Legal Authority*** component. The Find An Existing Value tab - Legal Authority page (**Figure 58**) is displayed.

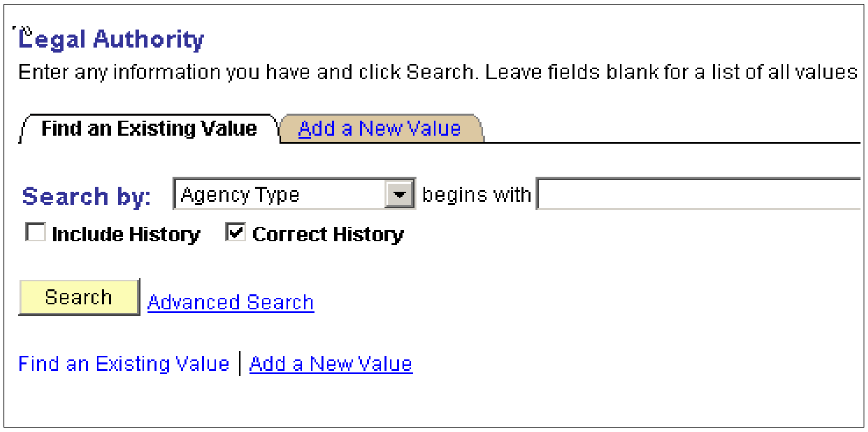

Figure 58. Find An Existing Value tab - Legal Authroity page

EmpowHR Setup Tables (HD)

3. Complete the fields as follows:

Search By — Enter the applicable search information or select data from the drop-down list. The valid values are `Agency Type` and `Legal Authority Code`.

Begins With — Enter the information that corresponds to the Search By value.

Include History — Check this box to include history.

Correct History — Check this box to correct history.

4. Click **Search**. The Legal Authority tab page (**Figure 58**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - Legal Authority page(**Figure 59**) is displayed.

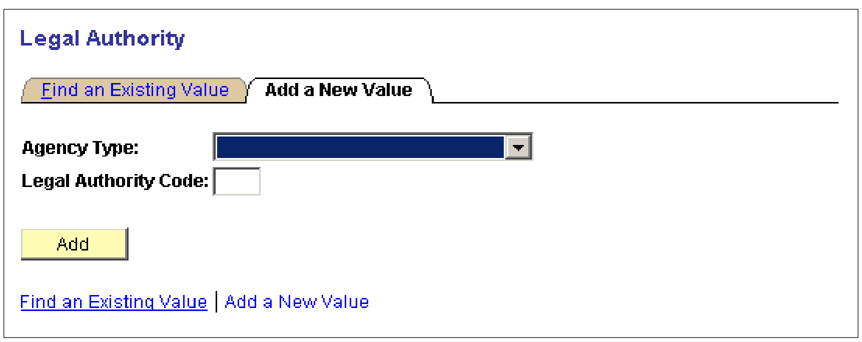

Figure 59. Add A New Value tab - Legal Authority page

5. Complete the fields as follows:

Agency Type — The field name is populated from the Search By value selected. Enter the information to be added. The valid values are as follows:

Search By Valid Values
County
Federal
Gov Accountability Office
Library Of Congress

Legal Authority Code — Enter the legal authority code.

6. Click **Add**. The Legal Authority Table tab page (**Figure 60**) is displayed.

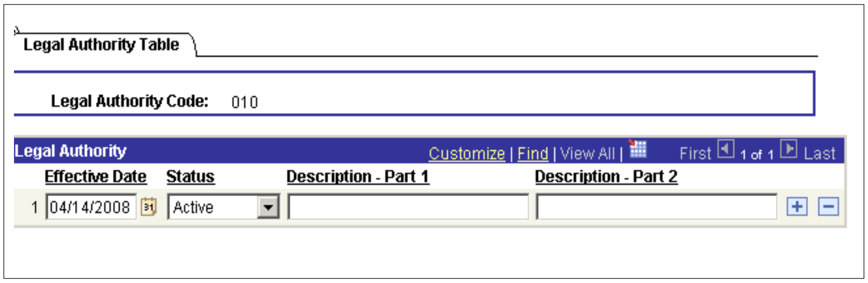

Figure 60. Legal Authority Table tab page

7. Complete the fields as follows:

Effective Date	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and change the information. Enter a date or select a date from the calendar icon.
Status	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`.
Description - Part 1	Enter the description of the legal authority.
Description - Part 2	Enter the description of the legal authority.

8. Click **Save** to save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional Legal Authority Code.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for a legal authority code.

Nature Of Action Table

To enter a Nature Of Action:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Nature Of Action Table*** component. The Find An Existing Value tab - Nature Of Action Table page (**Figure 61**) is displayed.

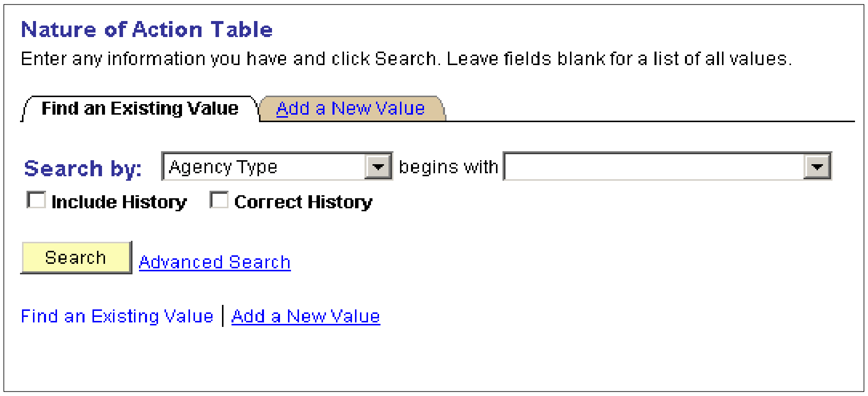

Figure 61. Find an Existing Value tab - Nature Of Action Table page

3. Complete the fields as follows:

Search By	Enter the applicable search information or select data from the drop-down list. The valid values are `Agency Type`, `Action`, and `Nature of Action`.
Begins With	Enter the information that corresponds to the Search By value.
Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The Nature Of Action Table tab page (**Figure 62**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - Nature Of Action Table page (**Figure 63**) is displayed.

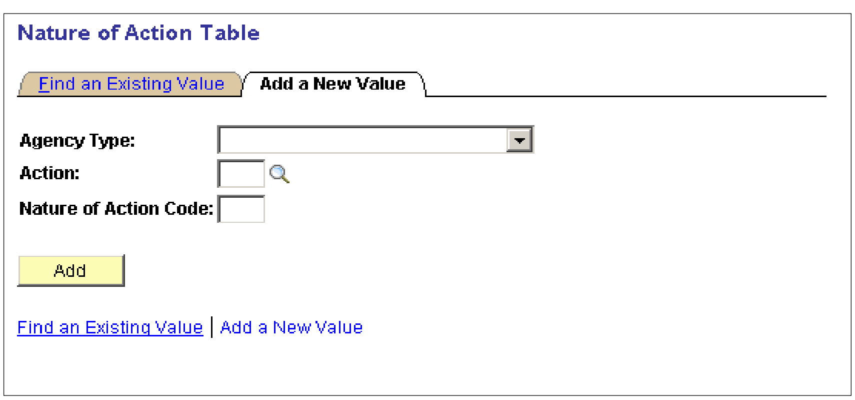

Figure 62. Add A New Value tab - Nature Of Action Table page

5. Complete the fields as follows:

Agency Type — The field name is populated from the Search By value selected. Enter the information to be added. The valid values are as follows:

Agency Valid Values
County
Federal
Gov Accountability Office
Library Of Congress

Action Search — Enter the 3 alpha position action or search by clicking the search icon.

Nature Of Action Code — Enter the 3 numeric position nature of action or search by clicking the search icon.

6. Click **Add**.The Nature of Action Table tab page (**Figure 63**) is displayed.

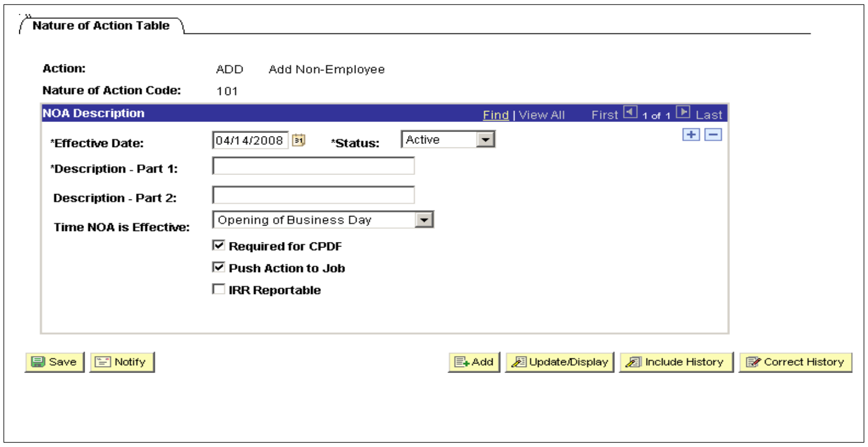

Figure 63. Nature Of Action Table tab page

7. Complete the fields as follows:

***Effective Date** — The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.

***Status** — This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`.

***Description - Part 1** — Enter the description of the nature of action.

Description - Part 2 — Enter the description of the nature of action.

Time NOA Is Effective — Enter the time the NOA is effective. The valid values are `Opening of Business Day` and `Close of Business`.

Required For CPDF — This box is checked. Uncheck this box if applicable.

Push Action To Job — This box is checked. Uncheck this box if applicable.

IRR Reportable — Check this box if applicable.

8. Click **Save** to save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional Nature Of Action.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for a Nature Of Action.

NOA/Legal Authority 1

To enter a NOA/Legal Authority:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***NOA/Legal Authority 1*** component. The Find An Existing Value tab - NOA/Legal Authority 1 page (**Figure 64**) is displayed.

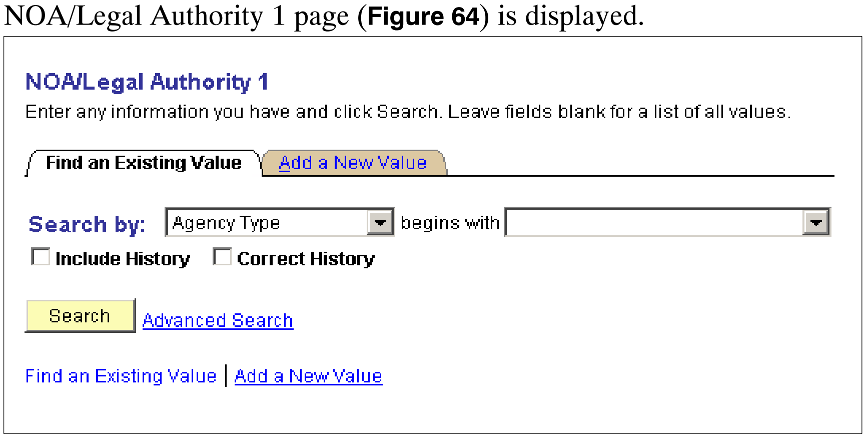

Figure 64. Find An Existing Value tab - NOA/Legal Authority 1 page

3. Complete the fields as follows:

Search By	Enter the applicable search information or select data from the drop-down list. The valid values are **`Agency Type`**, **`Nature of Action Code`**, and **`Legal Authority Code`**.
Begins With	Enter the information that corresponds to the Search By value or select data from the drop-down list.
Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The NOA/Legal Authority 1 tab page (**Figure 65**) is displayed.

   OR

   Click ***Add A New Value***. The Add A new Value tab - NOA/Legal Authority 1 page (**Figure 66**) is displayed.

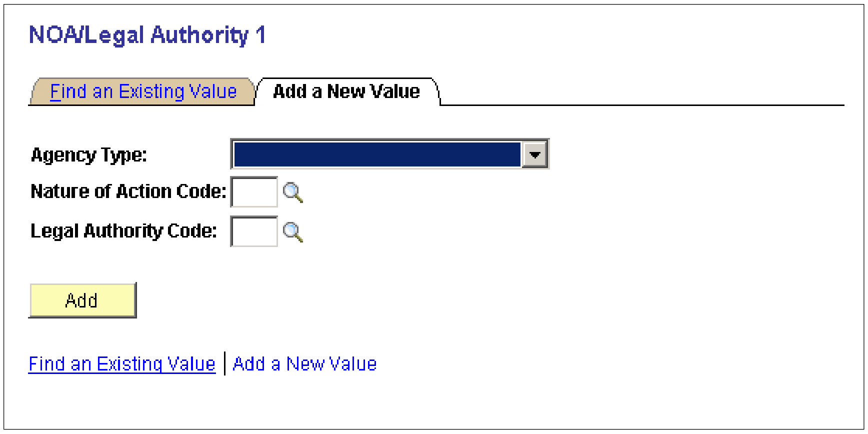

Figure 65. Add A New Value tab - NOA/Legal Authority 1 page

5. Complete the fields as follows:

Agency Type	The field name is populated from the Search By value selected. Enter the information to be added or select data from the drop-down list. The valid values are as follows:

Agency Valid Values
County
Federal
Gov Accountability Office
Library Of Congress

Nature Of Action Code	Enter the 3 numeric position nature of action code or search by clicking the search icon.

Legal Authority Code	Enter the legal authority code or search by clicking the search icon.

6. Click **Add**. The NOA/Legal Authority Table tab page (**Figure 66**) is displayed.

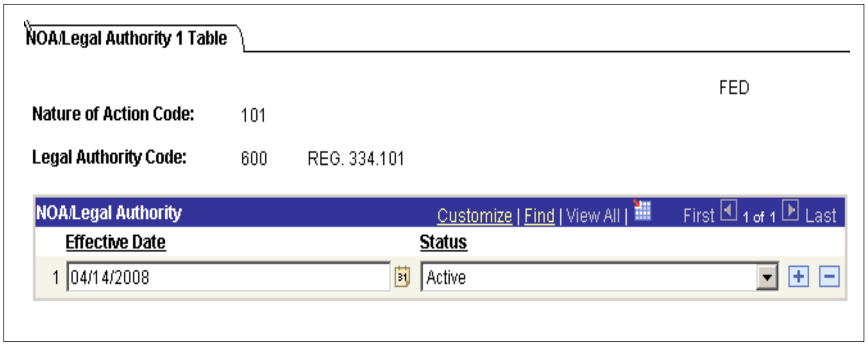

Figure 66. NOA/Legal Authority 1 Table tab page

7. Complete the fields as follows:

Effective Date	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
***Status**	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze`, and `Inactive`.

8. Click **Save** to save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional NOA/Legal Authority 1.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for an NOA/Legal Authority 1.

NFC Master Field Table

To enter an NFC Master Field Table:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***NFC Master Field Table*** component. The Find An Existing Value tab - NFC Master Field Table page (**Figure 67**) is displayed.

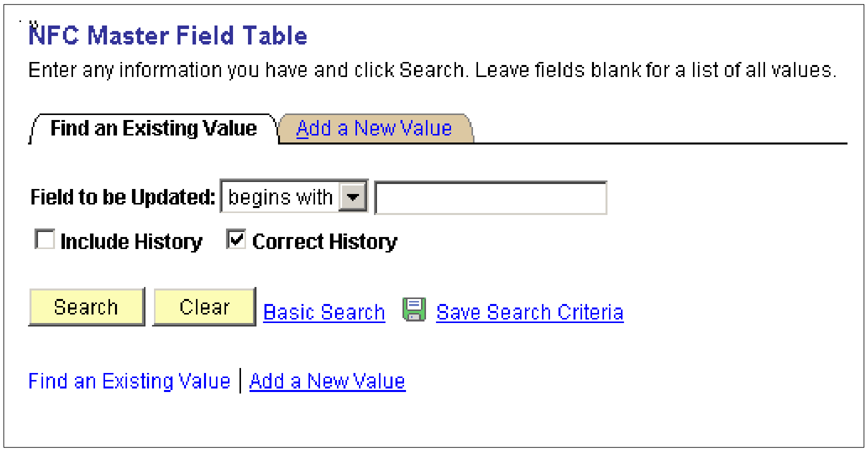

Figure 67. Find An Existing Value tab - NFC Master Field Table page

3. Complete the fields as follows:

Field To Be Updated	Enter the applicable master record field.
Begins With	Enter the information that corresponds to the Search By value.
Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The NFC Master Field Table tab page (**Figure 68**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - NFC Master Field Table page (**Figure 68**) is displayed.

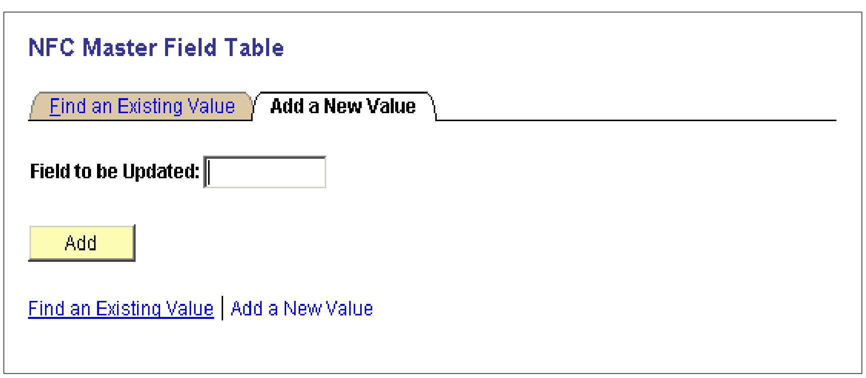

Figure 68. Add A New Value tab - NFC Master Field Table page

5. Complete the fields as follows:

Field To Be Updated	Enter the NFC master field to be added.

6. Click **Add**. The NFC Master Field Table tab page (**Figure 69**) is displayed.

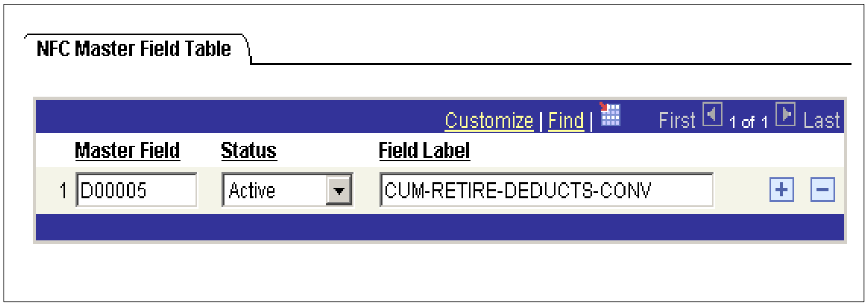

Figure 69. NFC Master Field Table tab page

7. Complete the fields as follows:

Master Field	This field is populated from the search/add criteria.
Status	This field is populated based on the status of the transaction. The valid values are `Active` and `Inactive`.
Field Label	This field is populated from the NFC master field block or add information if the NFC master field block is being added for the first time.

8. Click **Save** to save the document. At this point the following options are available:

Step	Action
Click **Return To Search**	To search.
Click **Next in List**	To view the next NFC Master Field Table entry.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional NFC Master Field Table.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for an NFC master Field Table.

Official Position Titles USF

To enter an Official Position Titles USF:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Official Position Titles USF*** component. The Find An Existing Value tab - Official Position Titles USF page (**Figure 70**) is displayed.

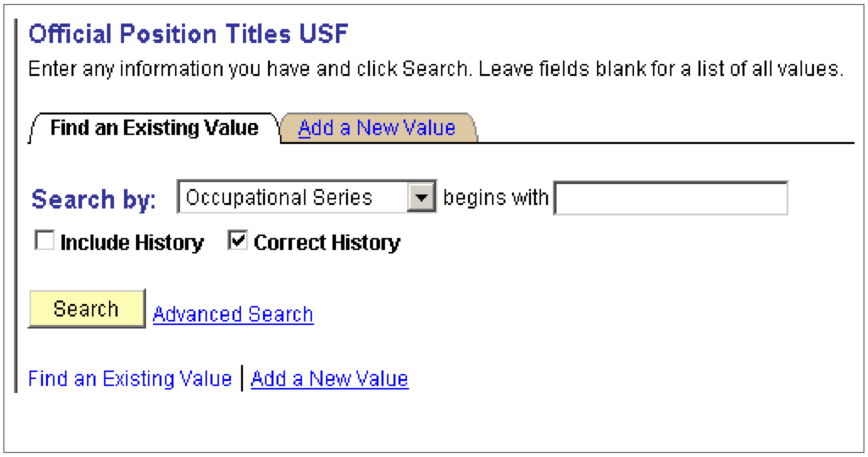

Figure 70. Find An Existing Value tab - Official Position Titles USF page

3. Complete the fields as follows:

Search By	Enter the applicable search information or select data from the drop-down list. The valid values are `Occupational Series`, `Description`, and `Official Posn Title Code`.
Begins With	Enter the information that corresponds to the Search By value.
Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The Official Position Titles USF tab page (**Figure 71**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Official Position Titles USF page (**Figure 71**) is displayed.

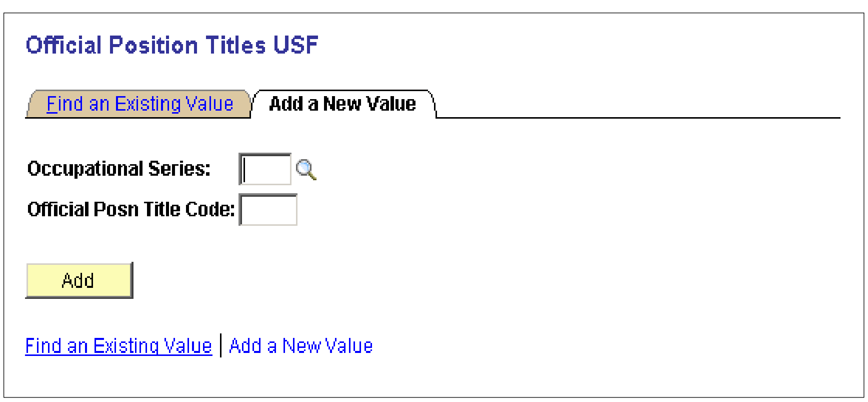

Figure 71. Add A New Value tab - Official Position Titles USF page

5. Complete the fields as follows:

Occupational Series	The field name is populated from the Search By value selected. Enter the information to be added or select data by clicking the search icon.
Official Posn Title Code	Enter the 4 numeric official position title code.

6. Click **Add**. The Position Title Codes tab page (**Figure 72**) is displayed.

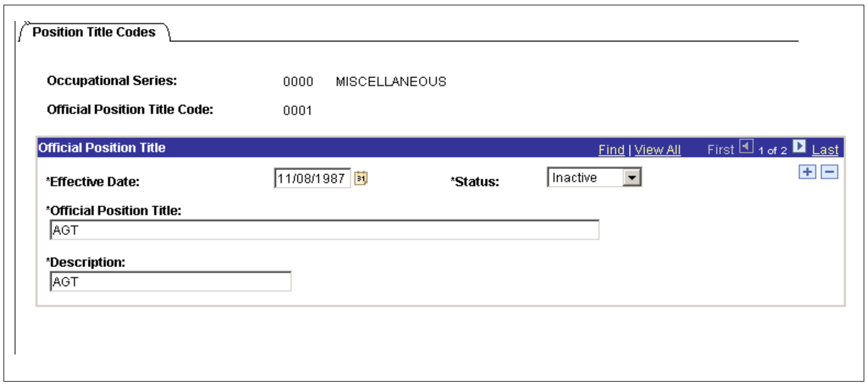

Figure 72. Position Title Codes tab page

7. Complete the fields as follows:

Effective Date	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
Status	This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.
***Official Position Title**	This field is populated from the Official Position Title code.
***Description**	This field is populated from the Official Position Title code.

8. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Return To Search**	To search.
Click **Notify**	To notify the next individual in the workflow.

Step	Action
Click **Add**	To add an add a position title code.
Click **Update**	To update a position title code.

Org Structure Level 2

To enter an Organizational Structure Level 2:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Org Structure Level 2*** component. The Find An Existing Value tab - Org Stru Lvl 2 page (**Figure 73**) is displayed.

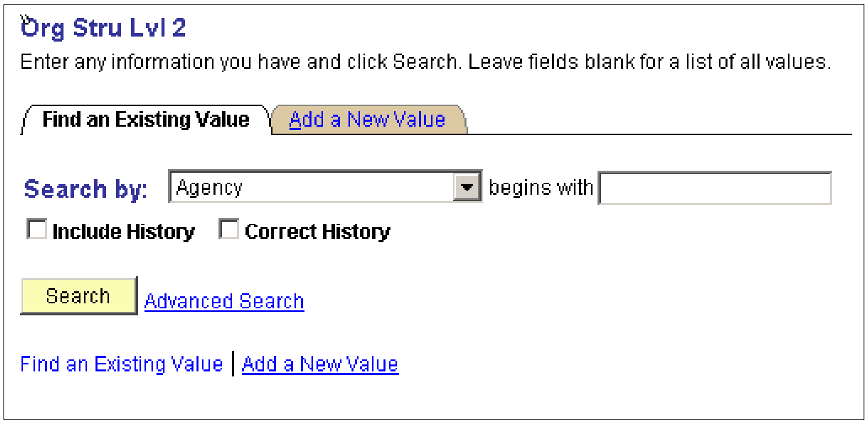

Figure 73. Find An Existing Value tab - Org Stru Lvl 2 page

3. Complete the fields as follows:

Search By Enter the applicable search information or select data from the drop-down list. The valid values are:

Search By Valid Values
Agency
Description
Org Structure Code 2nd Level
Sub – Agency

Begins With Enter the information that corresponds to the Search By value.

Include History Check this box to include history.

Correct History Check this box to correct history.

4. Click **Search**. The Org Str Code Lvl 2 tab page (**Figure 74**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - Org Stru Lvl 2 page (**Figure 74**) is displayed.

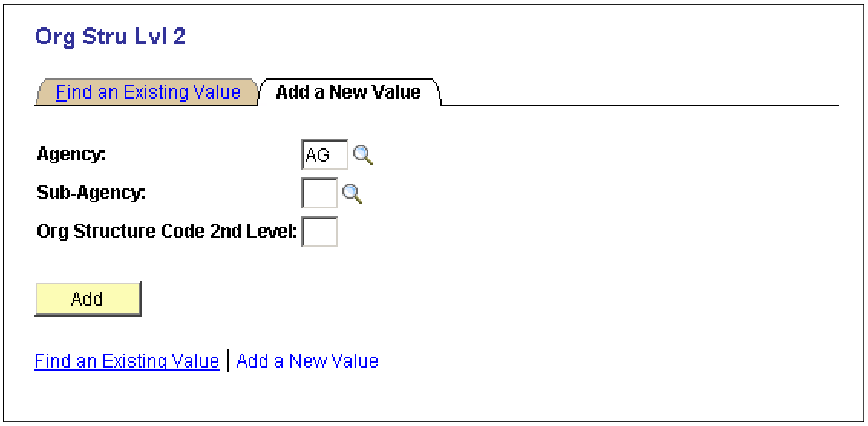

Figure 74. Add A New Value tab - Org Stru Lvl 2 page

5. Complete the fields as follows:

Agency	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Sub–Agency	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 2nd Level	The field name is populated from the Search By value selected. Enter the applicable information to be added.

6. Click **Add**. The Org Str Code Lvl 2 page (**Figure 75**) is displayed.

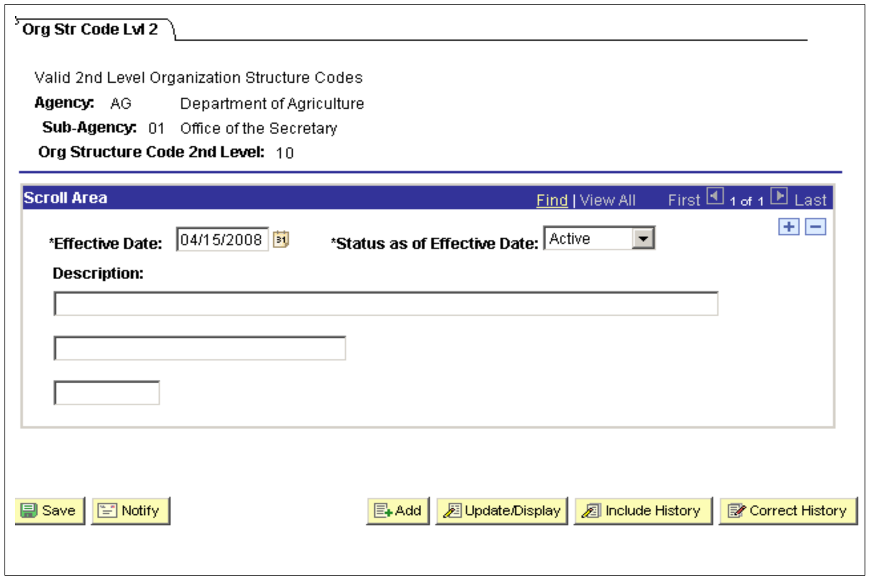

Figure 75. Org Str Code Lvl 2 tab page

7. Complete the fields as follows:

***Effective Date** — The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.

***Status As Of Effective Date** — This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Description — Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point, the following options are available:

Step	Action
Click **Return To Search**	To search for another Organizational Structure Code Level 2.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional Organizational Structure Code Level 2.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for an Organizational Structure Code Level 2.

Org Structure Level 3

To enter an Organizational Structure Level 3:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Org Structure Level 3*** component. The Find An Existing Value tab - Org Stru Lvl 3 page (**Figure 76**) is displayed.

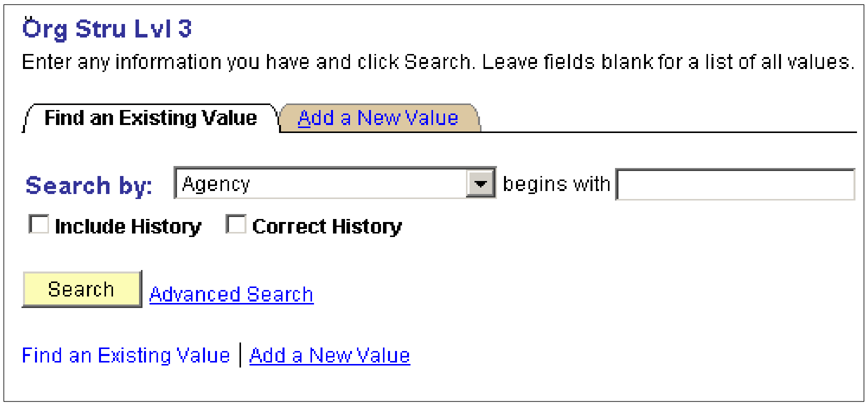

Figure 76. Find An Existing Value tab - Org Stru Lvl 3 page

3. Complete the fields as follows:

Search By — Enter the applicable search information or select data by clicking the search icon. The valid values are:

Search Valid Values
Agency
Sub – Agency
Org Structure 2nd Level
Org Structure 3rd Level
Description

Begins With — Enter the information that corresponds to the Search By value.

Include History — Check this box to include history.

Correct History — Check this box to correct history.

4. Click **Search**. The Org Str Code Lvl 3 tab page (**Figure 77**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value - Org Stru Lvl 3 page (**Figure 77**) is displayed.

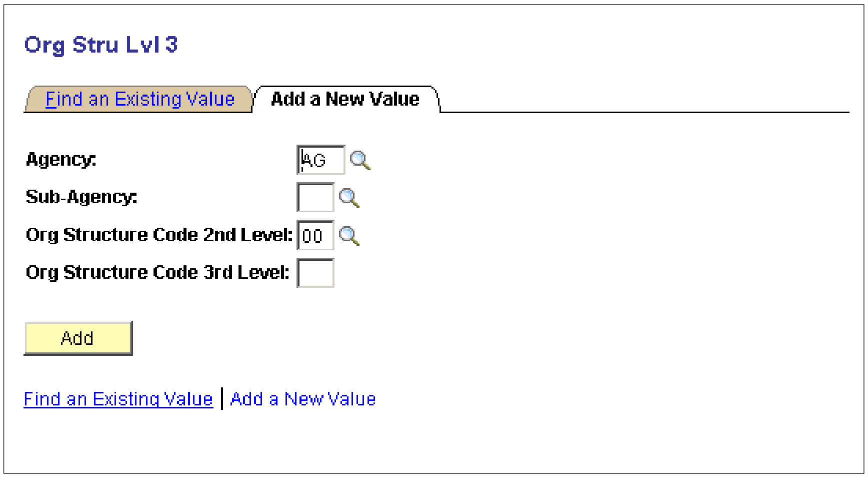

Figure 77. Add A New Value tab - Org Stru Lvl 3 page

5. Complete the fields as follows:

Agency	The field name is populated from the Search By value selected. Enter the information to be added or select data by clicking the search icon.
Sub–Agency	The field name is populated from the Search By value selected. Enter the information to be added or select data by clicking the search icon.
Org Structure Code 2nd Level	The field name is populated from the Search By value selected. Enter the information to be added or select data by clicking the search icon.
Org Structure Code 3rd Level	The field name is populated from the Search By value selected. Enter the applicable information to be added.

6. Click **Add**. The Org Str Code Lvl 3 tab page (**Figure 78**) is displayed.

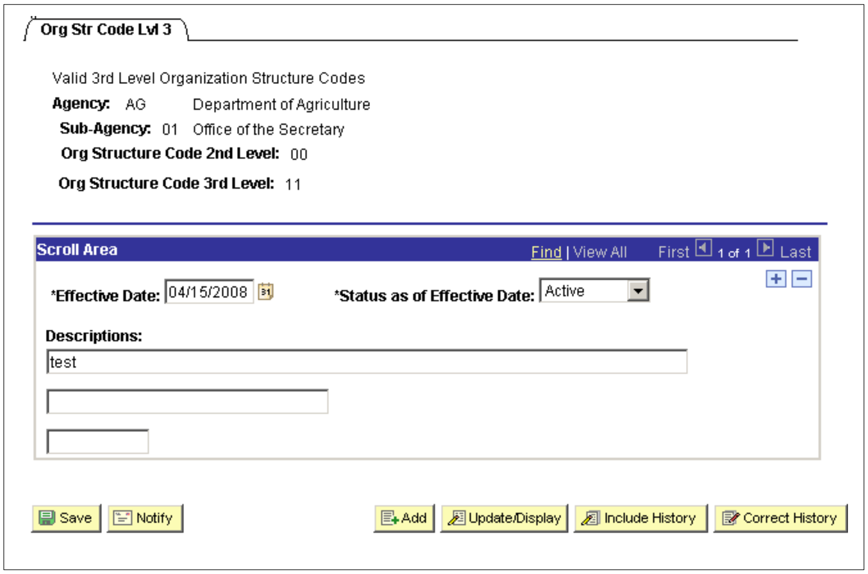

Figure 78. Org Str Code Lvl 3 tab page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
***Status As Of Effective Date**	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`.
Description	Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional Organizational Structure Code Level 3.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct hisotry for an Organizational Structure Code Level 3.

Org Structure Level 4

To enter an Organizational Structure Level 4:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Org Structure Level 4*** component. The Find An Existing Value tab - Org Stru Lvl 4 page (**Figure 79**) is displayed.

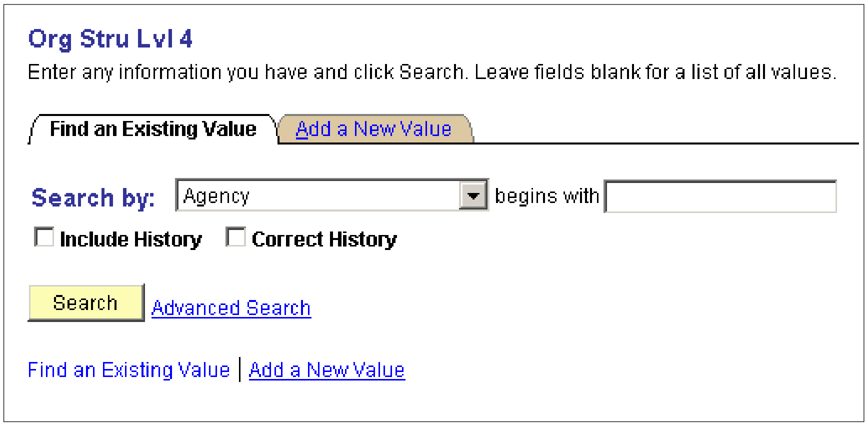

Figure 79. Find An Existing Value tab - Org Stru Lvl 4 page

3. Complete the fields as follows:

Search By Enter the applicable search information or select data from the drop-down list. The valid values are:

Search Valid Values
Agency
Sub – Agency
Org Structure 2nd Level
Org Structure 3rd Level
Org Structure 4th Level
Description

Begins With Enter the information that corresponds to the Search By value.

Include History Check this box to include history.

Correct History Check this box to correct history.

4. Click **Search**. The Org Str Code Lvl 4 tab page (**Figure 80**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Org Stru Code Lvl 4 page (**Figure 80**) is displayed.

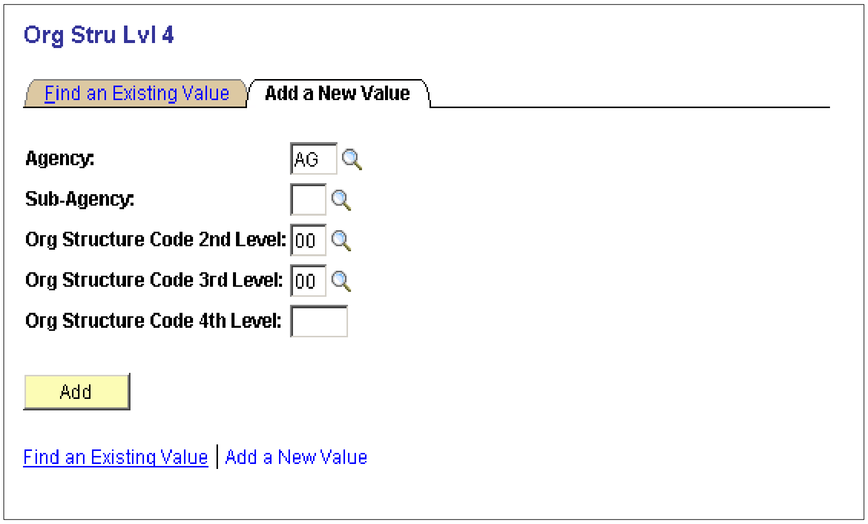

Figure 80. Add A New Value tab - Org Stru Lvl 4 page

5. Complete the fields as follows:

Agency	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Sub–Agency	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 2nd Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 3rd Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 4th Level	The field name is populated from the Search By value selected. Enter the applicable information to be added.

6. Click **Add**. The Org Str Code Lvl 4 tab page (**Figure 81**) is displayed.

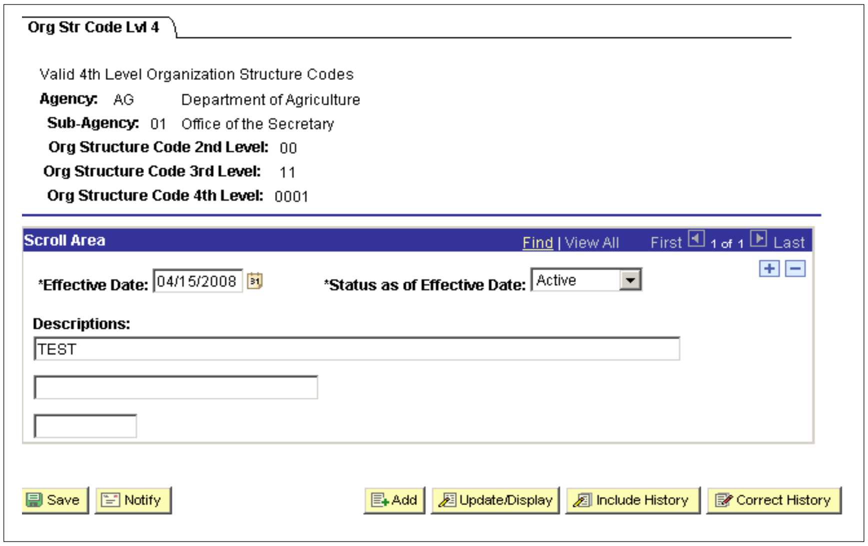

Figure 81. Org Str Code Lvl 4 tab page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
***Status As Of Effective Date**	This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.
Description	Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional Organizational Structure Code Level 4.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for an Organizational Structure Code Level 4.

Org Structure Level 5

To enter an Organizational Structure Level 5:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Org Structure Level 5*** component. The Find An Existing Value tab - Org Stru Lvl 5 page (**Figure 82**) is displayed.

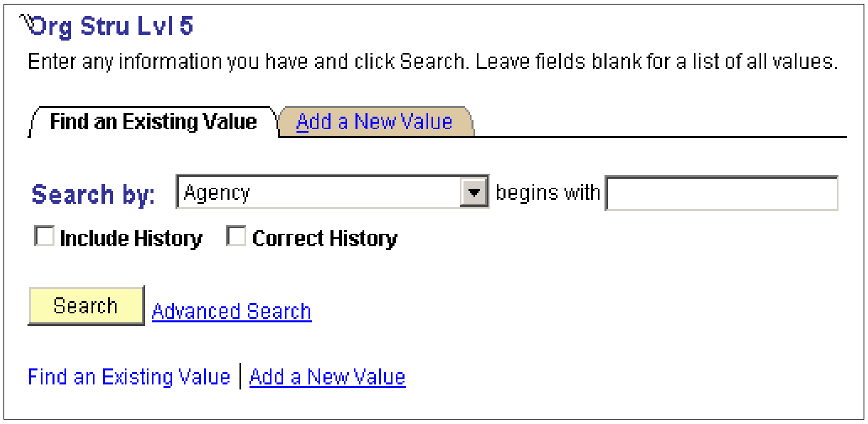

Figure 82. Find An Existing Value tab - Org Stru Lvl 5 page

3. Complete the fields as follows:

Search By — Enter the applicable search information or select data from the drop-down list. The valid values are:

Search Valid Values
Agency
Sub – Agency
Org Structure 2nd Level
Org Structure 3rd Level
Org Structure 4th Level
Org Structure 5th Level
Description

Begins With — Enter the information that corresponds to the Search By value.

Include History — Check this box to include history.

Correct History — Check this box to correct history.

4. Click **Search**. The Org Str Code Lvl 5 tab page (**Figure 83**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - Org Stru Code Lvl 5 page (**Figure 83**) is displayed.

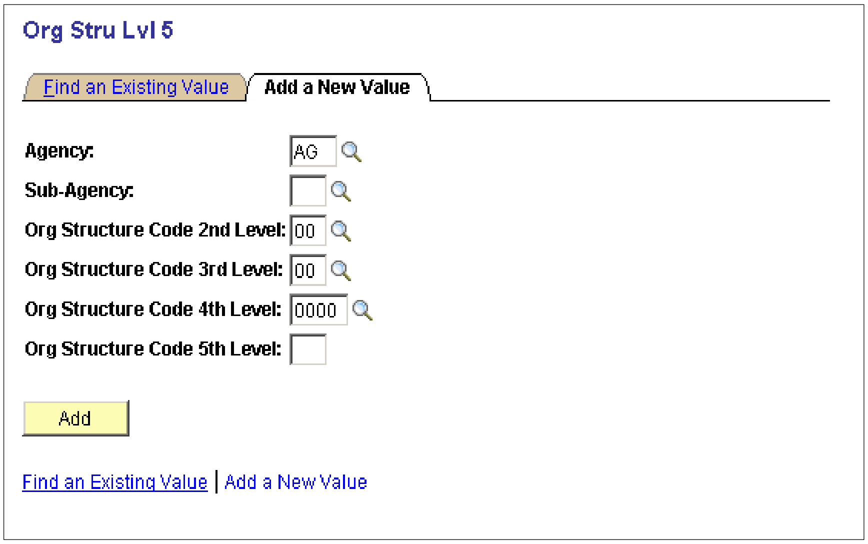

Figure 83. Add A New Value tab - Org Stru Lvl 5 page

5. Complete the fields as follows:

Agency	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Sub–Agency	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 2nd Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 3rd Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 4th Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 5th Level	The field name is populated from the Search By value selected. Enter the information to be added.

6. Click **Add**. The Org Str Code Lvl 5 tab page (**Figure 84**) is displayed.

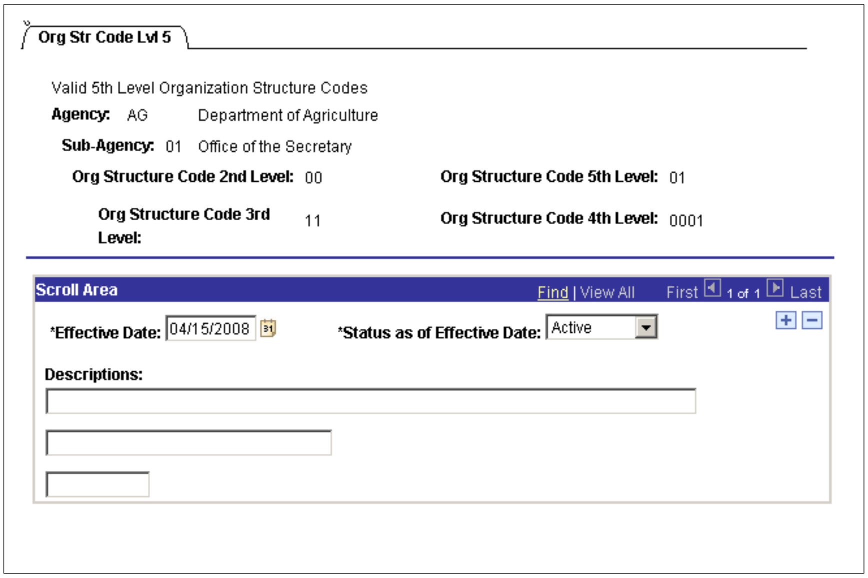

Figure 84. Org Str Code Lvl 5 tab page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
***Status As Of Effective Date**	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`.
Description	Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point, the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional Organizational Structure Code Level 5.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for an Organizational Structure Code Level 5.

Org Structure Level 6

To enter an Organizational Structure Level 6:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Org Structure Level 6*** component. The Find An Existing Value tab - Org Stru Lvl 6 page (**Figure 85**) is displayed.

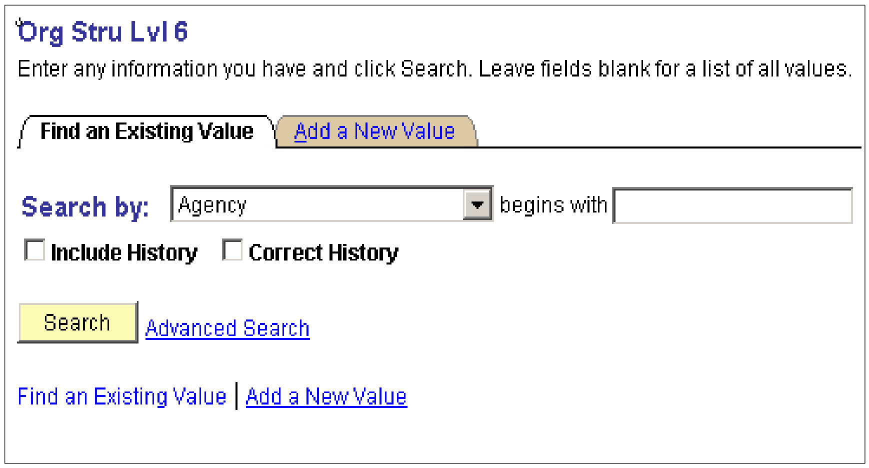

Figure 85. Find An Existing Value tab - Org Stru Lvl 6 page

3. Complete the fields as follows:

Search By — Enter the applicable search information or select data from the drop-down list. The valid values are:

Search By Valid Values
Agency
Sub – Agency
Org Structure 2nd Level
Org Structure 3rd Level
Org Structure 4th Level
Org Structure Code 5th Level
Org Structure Code 6th Level
Description

Begins With — Enter the information that corresponds to the Search By value.

Include History — Check this box to include history.

Correct History — Check this box to correct history.

4. Click **Search**. The Org Str Code Lvl 6 tab page (**Figure 86**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - Org Stru Code Lvl 6 page (**Figure 86**) is displayed.

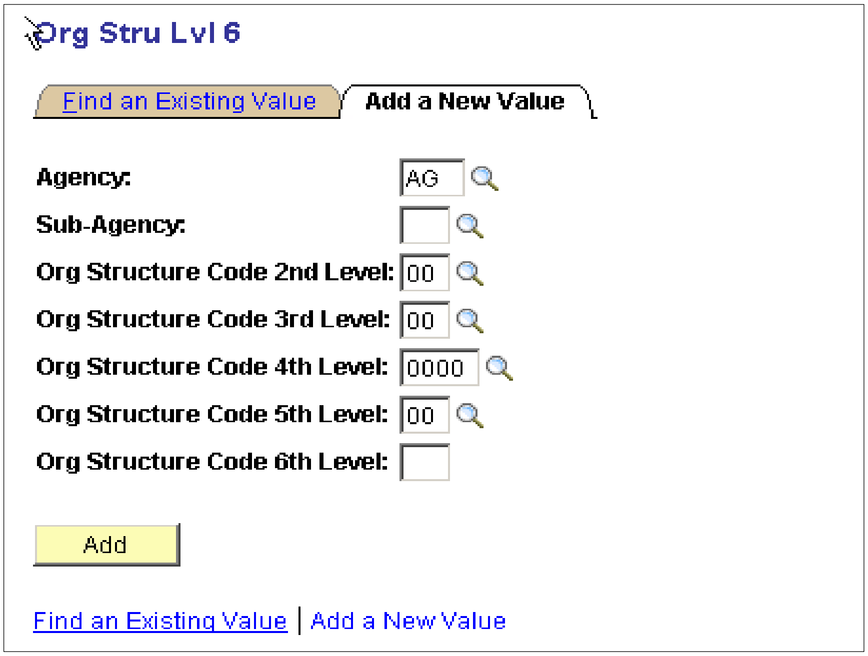

Figure 86. Add a New Value tab - Org Stru Lvl 6 page

5. Complete the fields as follows:

Agency	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Sub–Agency	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 2nd Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 3rd Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 4th Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 5th Level — The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 6th Level — The field name is populated from the Search By value selected. Enter the applicable information to be added.

6. Click **Add**. The Org Str Code Lvl 6 tab page (**Figure 87**) is displayed.

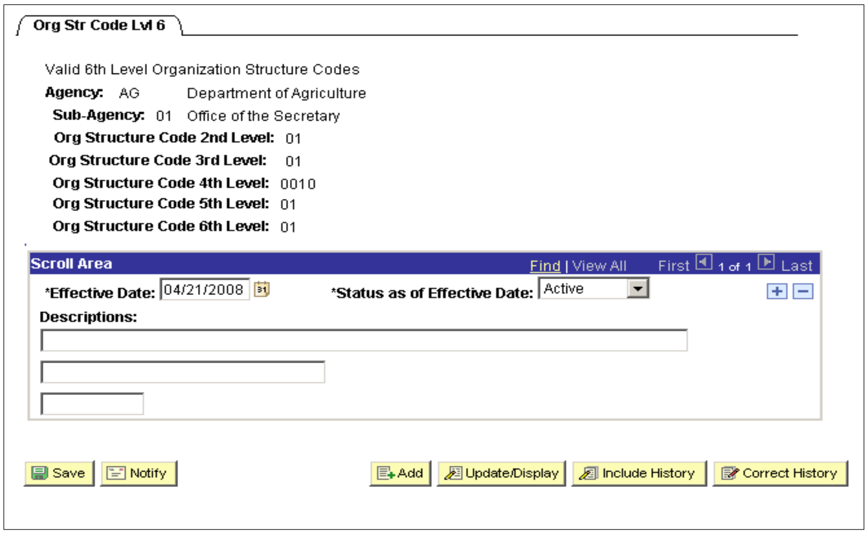

Figure 87. Org Str Code Lvl 6 tab page

7. Complete the fields as follows:

***Effective Date** — The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.

***Status As Of Effective Date** — This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`.

Description — Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Notify**	To search for another Organizational Code Level 6.
Click **Notify**	To notify the next individual in the workflow.

Step	Action
Click **Add**	To add an additional Organizational Structure Code Level 6.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for an Organizational Structure Code Level 6.

Org Structure Level 7

To enter an Organizational Structure Level 7:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Org Structure Level 7*** component. The Find An Existing Value tab - Org Stru Lvl 7 page (**Figure 88**) is displayed.

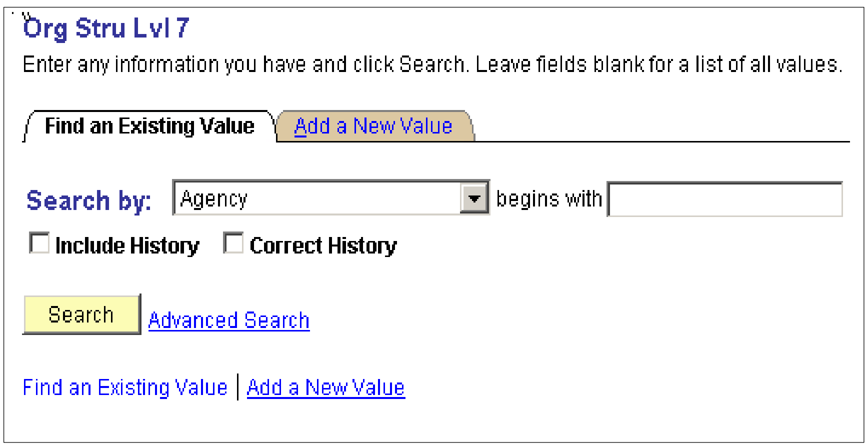

Figure 88. Find An Existing Value tab - Org Stru Lvl 7 page

3. Complete the fields as follows:

Search By — Enter the applicable search information or select data from the drop-down list. The valid values are:

Search By Valid Values
Agency
Sub – Agency
Org Structure 2nd Level
Org Structure 3rd Level
Org Structure 4th Level
Org Structure Code 5th Level
Org Structure Code 6th Level
Description
Org Structure Code 7th Level

Begins With — Enter the information that corresponds to the Search By value.

Include History — Check this box to include history.

Correct History — Check this box to correct history.

4. Click **Search**. The Org Str Code Lvl 7 tab page (**Figure 89**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Org Stru Code Lvl 7 page (**Figure 89**) is displayed.

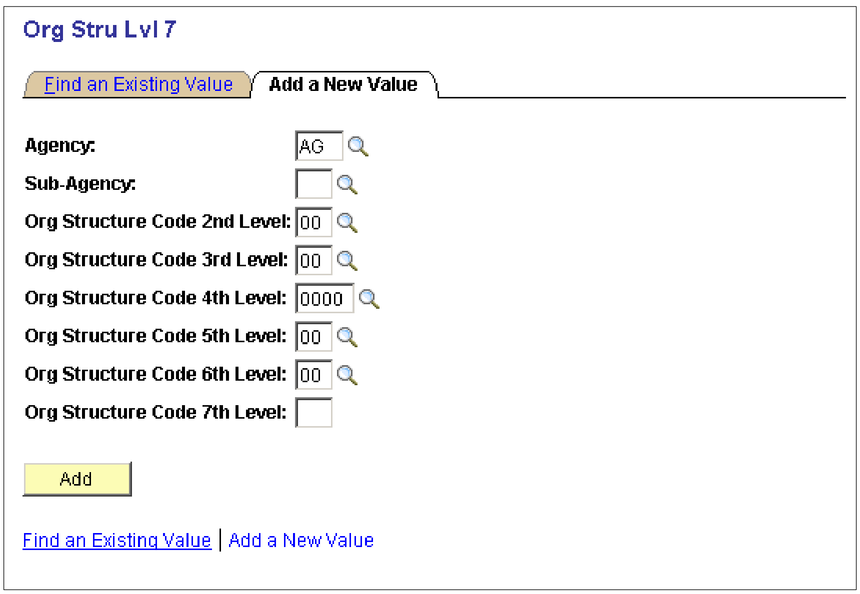

Figure 89. Add A New Value tab - Org Stru Lvl 7 page

5. Complete the fields as follows:

Agency — The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Sub–Agency — The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 2nd Level — The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 3rd Level
The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 4th Level
The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 5th Level
The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 6th Level
The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 7th Level
The field name is populated from the Search By value selected. Enter the information to be added.

6. Click **Add**. The Org Str Code Lvl 7 tab page (**Figure 90**) is displayed.

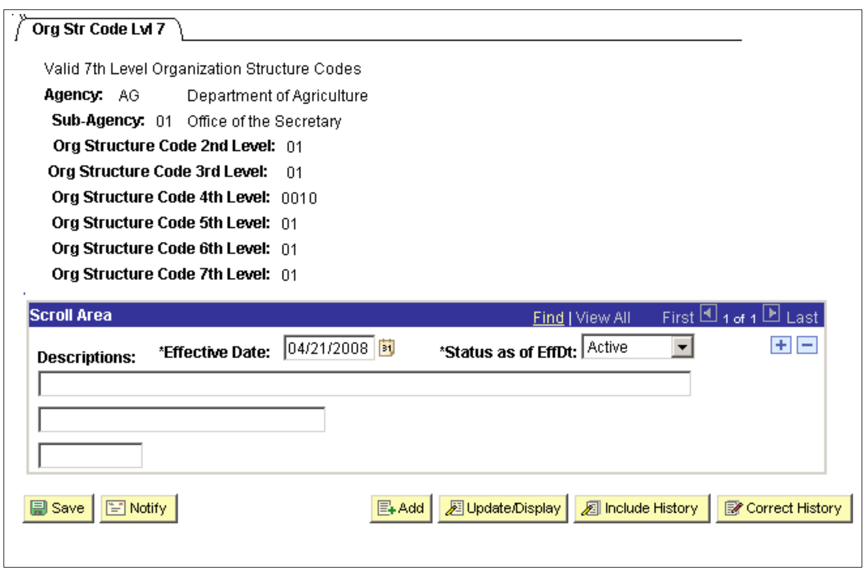

Figure 90. Org Str Code Lvl 7 tab page

7. Complete the fields as follows:

***Effective Date**
The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.

***Status As Of Effective Date** — This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`.

Descriptions — Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional Organizational Structure Code Level 7.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for an Organizational Structure Code Level 7.

Org Structure Level 8

To enter an Organizational Structure Level 8:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Org Structure Level 8*** component. The Find An Existing Value tab - Org Stru Lvl 8 page (**Figure 91**) is displayed.

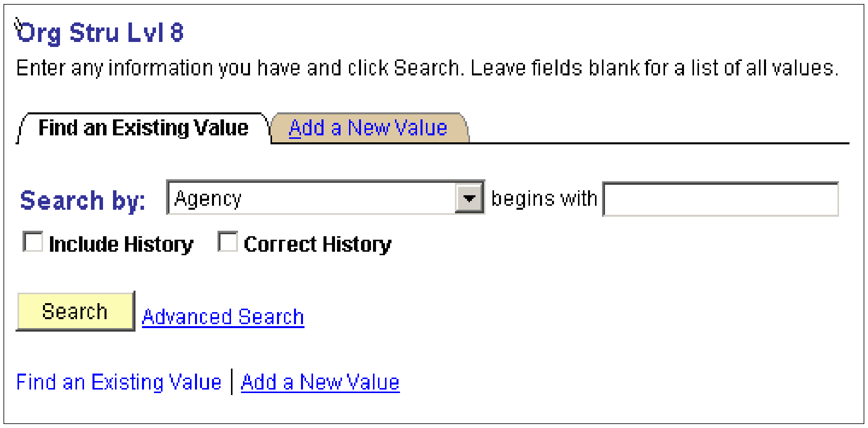

Figure 91. Find An Existing Value tab - Org Stru Lvl 8 page

3. Complete the fields as follows:

Search By — Enter the applicable search information or select data from the drop-down list. The valid values are:

Search By Valid Values
Agency
Sub – Agency
Org Structure 2nd Level
Org Structure 3rd Level
Org Structure 4th Level
Org Structure Code 5th Level
Org Structure Code 6th Level
Description
Org Structure Code 7th Level
Org Structure Code 8th Level

Begins With	Enter the information that corresponds to the Search By value.
Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The Org Str Code Lvl 8 tab page (**Figure 92**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Org Stru Code Lvl 8 page (**Figure 92**) is displayed.

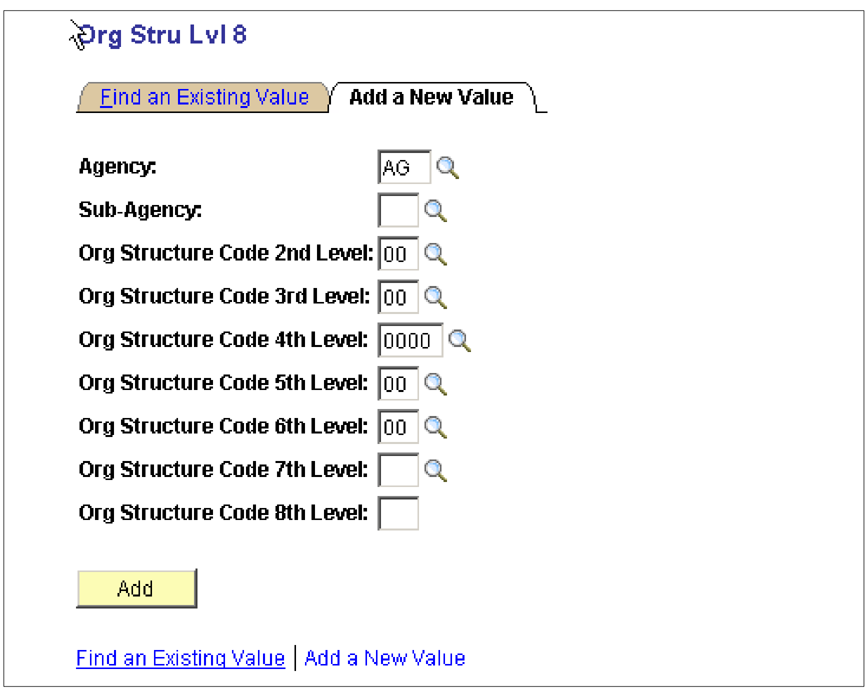

Figure 92. Org Stru Lvl 8 tab page

5. Complete the fields as follows:

Agency	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Sub–Agency	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 2nd Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 3rd Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 4th Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 5th Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 6th Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 7th Level	The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 8th Level	The field name is populated from the Search By value selected. Enter the information to be added.

6. Click **Add**. The Org Str Code Lvl 8 tab page (**Figure 93**) is displayed.

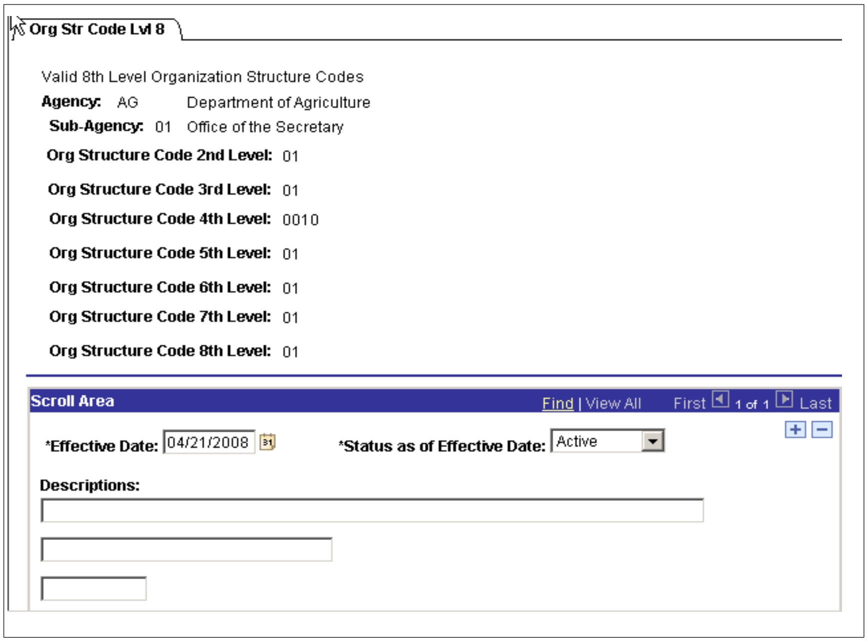

Figure 93. Org Str Code Lvl 8 tab page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the can view and/or change the information. Enter a date or select a date from the calendar icon.
***Status As Of Effective Date**	This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.
Descriptions	Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional Organizational Structure Code Level 8.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for an Organizational Structure Code Level 8.

Personnel Action Rqst Rmks

To enter Personnel Action Request Remarks:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Personnel Action Rqst Rmks*** component. The Find An Existing Value tab - Personnel Action Rqst Rmks page (**Figure 94**) is displayed.

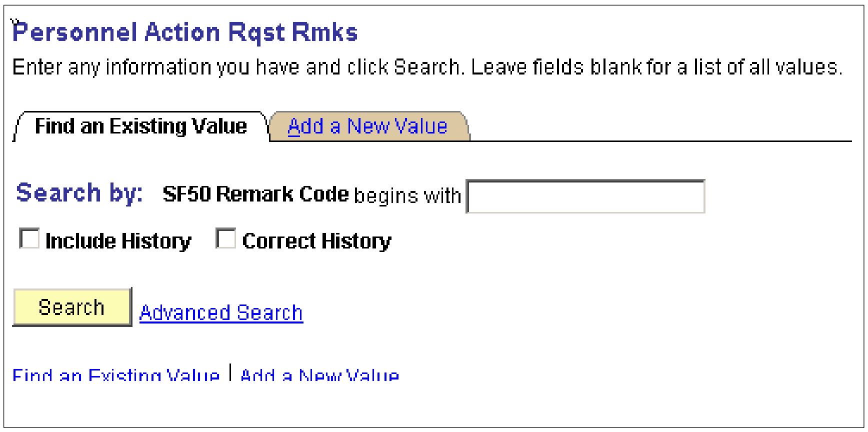

Figure 94. Find An Existing Value tab - Personnel Action Rqst Rmks page

3. Complete the fields as follows:

Search By SF50 Remark Code Begins With	Enter the applicable remark code.
Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The PAR Remarks Table tab page (**Figure 95**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - PAR Remarks Table page (**Figure 95**) is displayed.

Figure 95. Add A New Value tab - Personnel Action Rqst Rmks page

5. Complete the field as follows:

SF50 Remark Code	Enter the SF50 remark code to be added.

6. Click **Add**. The Personnel Action Rqst Rmks tab page (**Figure 96**) is displayed.

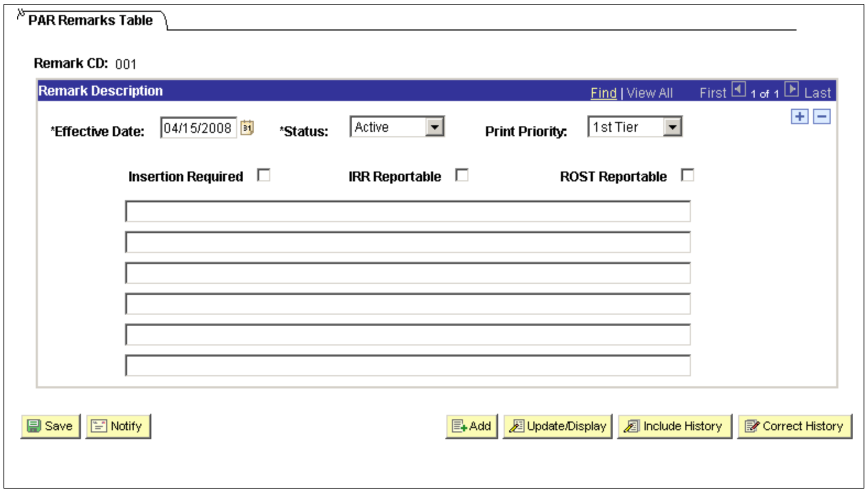

Figure 96. PAR Remarks Table tab page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the can view and/or change the information. Enter a date or select a date from the calendar icon.
***Status**	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`.
Print Priority	Enter the print priority or select data from the drop-down list. The valid values are `1st Tier` and `2nd Tier`.
Insertion Required	Check this box if applicable.
IRR Reportable	Check this box if applicable.
Post Reportable	Check this box if applicable.

Note: Information can be added on 5 lines available.

8. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional Personnel Action Request Remark.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for a Personnel Action Request Remark.

Personnel Office ID

To enter an Personnel Office ID:

1. Select ***EmpowHR Setup Tables (HD)*** menu group.
2. Select ***Personnel Office ID*** component. The ***Find An Existing Value*** tab - Personnel Office ID page (**Figure 97**) is displayed.

Figure 97. Find An Existing Value tab - Personnel Office ID page

3. Complete the fields as follows:

Search By	Enter the applicable search information or select data from the drop-down list. The valid values are `Personnel Office ID`, and `Description`.
Begins With	Enter the applicable information for the Search By value.
Include History	Check this box to include history.
Correct History	Check this box to correct history.

4. Click **Search**. The Personnel Office ID Table tab page (**Figure 98**) is displayed.

   OR

Click ***Add A New Value***. The Add a new Value tab - Personnel Office ID Table page (**Figure 98**) is displayed.

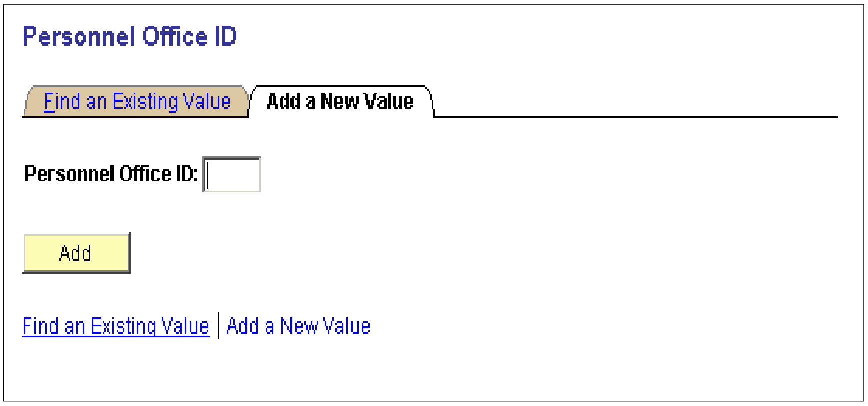

Figure 98. Add A New Value tab - Personnel Office ID page

5. Complete the field as follows:

Personnel Office ID	Enter the POI to be added.

6. Click **Add**. The Personnel Office ID Table tab - Personnel Office ID page (**Figure 99**) is displayed.

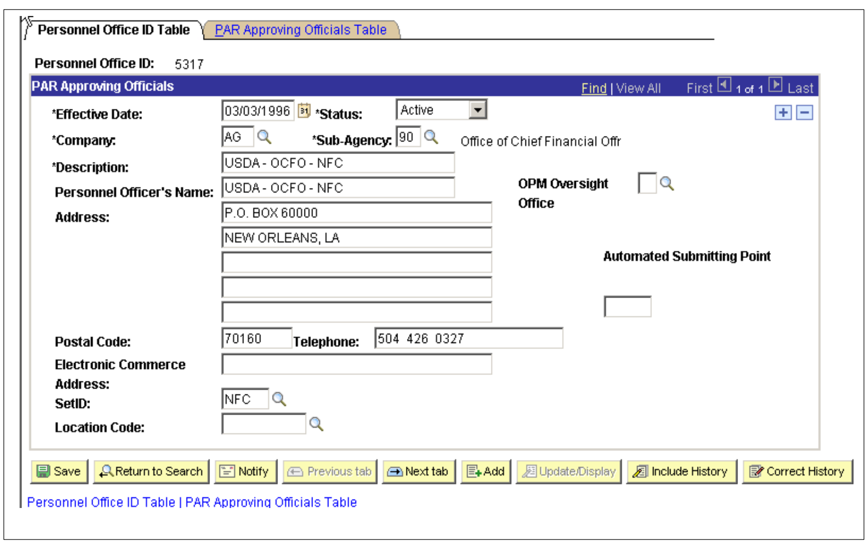

Figure 99. Personnel Office ID Tabel tab - Personnel Office ID page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.

***Status**	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze`, and `Inactive`.
***Company**	Enter the 2 position company name or select data by clicking the search icon.
***Sub-Agency**	Enter the 2 position sub-agency or select data by clicking the search icon.
***Description**	Enter the description of the Company and the Sub-agency.
Personnel Officer's Name	Enter the applicable name.
Address	Enter the address for the personnel office.
Postal Code	Enter the zip code for the address.
Telephone	Enter the telephone number of the personnel office.
Electronic Commerce	Enter the applicable information.
Address Set ID	Enter the agency name that will have access to the personnel office information or select data by clicking the search icon.
Location Code	Enter the location code for the personnel office or select data by clicking the search icon.
OPM Oversite Office	Enter the applicable information or select data by clicking the search icon.
Automated Submitting Point	Enter the applicable information.

8. Select the ***PAR Approving Officials Table*** tab. The PAR Approving Officials Table tab - Personnel Office ID page (**Figure 100**) is displayed.

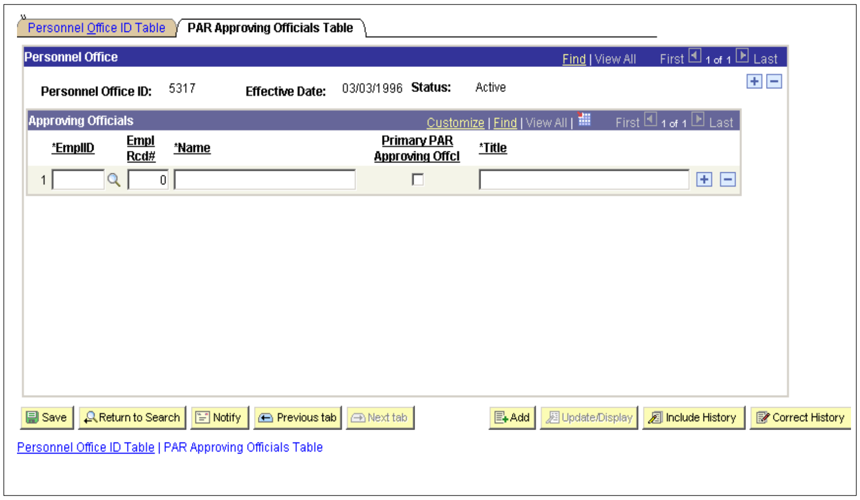

Figure 100. PAR Approving Officials Table tab - Personnel Office ID page

9. Complete the fields as follows:

***EmplID**	Enter the employee ID or select data by clicking the search icon.
Empl Rcd#	Enter the employee record number.
***Name**	Enter the approving official name.
Primary PAR Approving Officl	Check this box if the approving official is the primary official.
***Title**	Enter the approving official's title.

10. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Return To Search**	To search for another Personnel Office ID Table.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional Personnel Office ID.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for a Personnel Office ID.
Click **Previous Tab**	To display the Personnel Office ID Table tab.

Salary Grades USF

To enter a Salary Grade USF:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Salary Grades USF*** component. The ***Find An Existing Value*** tab - Salary Grades USF page (**Figure 101**) is displayed.

Figure 101. Find An Existing Value tab - Salary Grades USF page

3. Complete the fields as follows:

Search By Enter the applicable search information or select data from the drop-down list. The valid values are:

Search By Valid Values
Set ID
Description
Salary Administration Plan
Salary Grade

Begins With Enter the applicable information for the Search By value.

Include History Check this box to include history.

Correct History Check this box to correct history.

4. Click **Search**. The Salary Grade Table tab - Salary Grade USF page (**Figure 102**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab – Salary Grades USF page (**Figure 102**) is displayed.

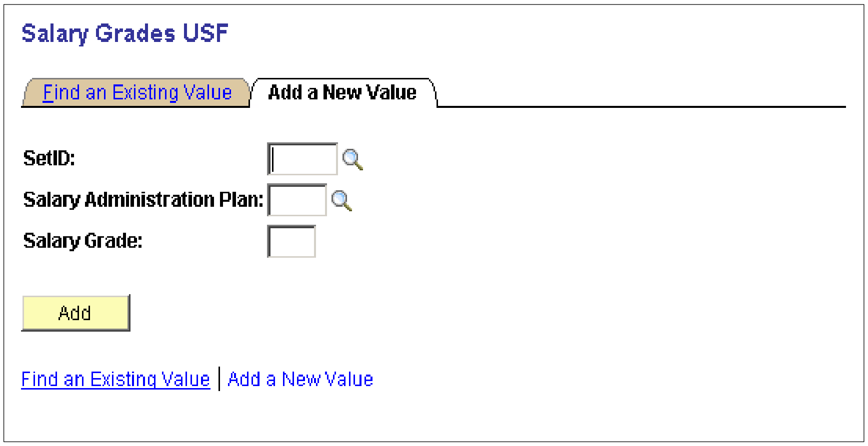

Figure 102. Add A new Value tab - Salary Grades USF page

5. Complete the field as follows:

SetID	Enter the SetID to be added or select data by clicking the search icon.
Salary Administration Plan	Enter the Salary Plan to be added or select data by clicking the search icon.
Salary Grade	Enter the applicable grade.

6. Click **Add**. The Salary Grade Table tab - Salary Grades USF page (**Figure 103**) is displayed.

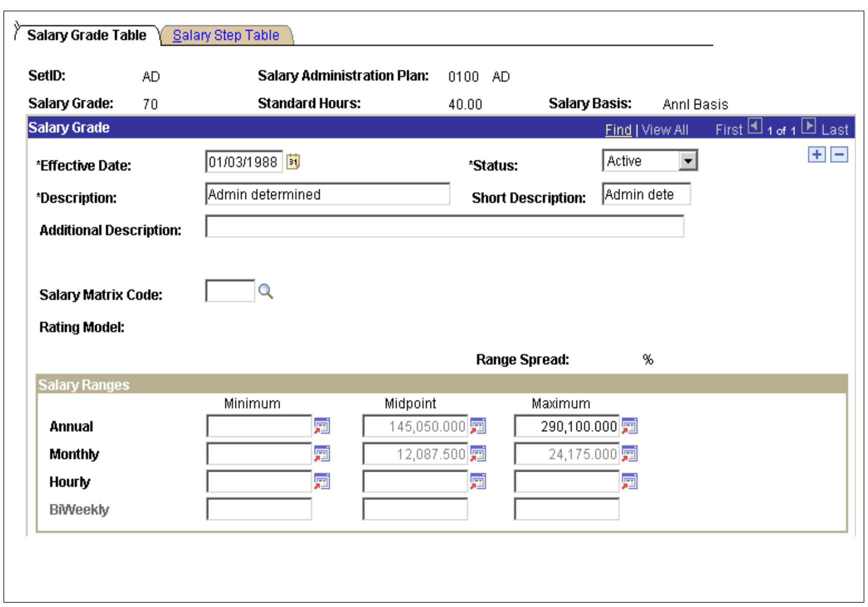

Figure 103. Salary Grade Table tab - Salary Grades USF page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
***Status**	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`.
***Description**	Enter the applicable description.
Short Description	Enter the applicable short description.
Additional Description	Enter the description if applicable.
Rating Model	This field is populated.
Range Spread	This field is populated.
Salary Matrix Code	Enter the applicable code or select data by clicking the search icon.
Salary Ranges/Annual Minimum	This field is populated based on SetID entered. Select a currency by clicking the currency icon.
Salary Ranges/Anuual Midpoint	This field is populated based on SetID entered. Select a currency by clicking the currency icon.
Salary Ranges/Annual Maximum	This field is populated based on SetID entered. Select a currency by clicking the currency icon.
Salary Ranges/Monthly Minimum	This field is populated based on SetID entered. Select a currency by clicking the currency icon.
Salary Ranges/Monthly Midpoint	This field is populated based on SetID entered. Select a currency by clicking the currency icon.
Salary Ranges/Monthly Maximum	This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Hourly Minimum — This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Hourly Midpoint — This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Hourly Maximum — This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Biweekly Minimum — This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Biweekly Midpoint — This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Biweekly Maximum — This field is populated based on SetID entered. Select a currency by clicking the currency icon.

8. Click the ***US Federal*** icon. The Salary Grade Table tab - Salary Grades USF page (**Figure 104**) will expand.

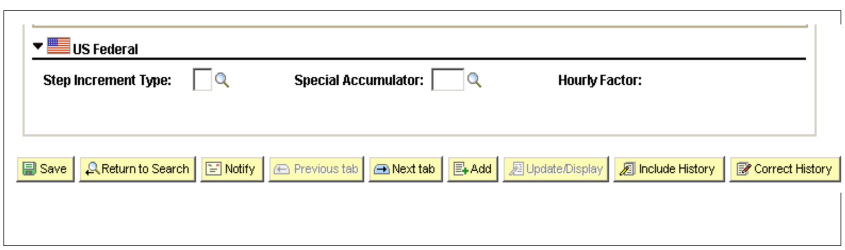

Figure 104. Salary Grade Table tab expanded - Salary Grades USF page

9. Complete the fields as follows:

Step Increment Type — Enter the applicable information or select data by clicking the search icon.

Special Accumulator — Enter the applicable information or select data by clicking the search icon.

Hourly Factor — This field is populated.

10. Select the ***Salary Step Table*** tab. The Salary Step Table tab - Salary Grades USF page (**Figure 105**) is displayed.

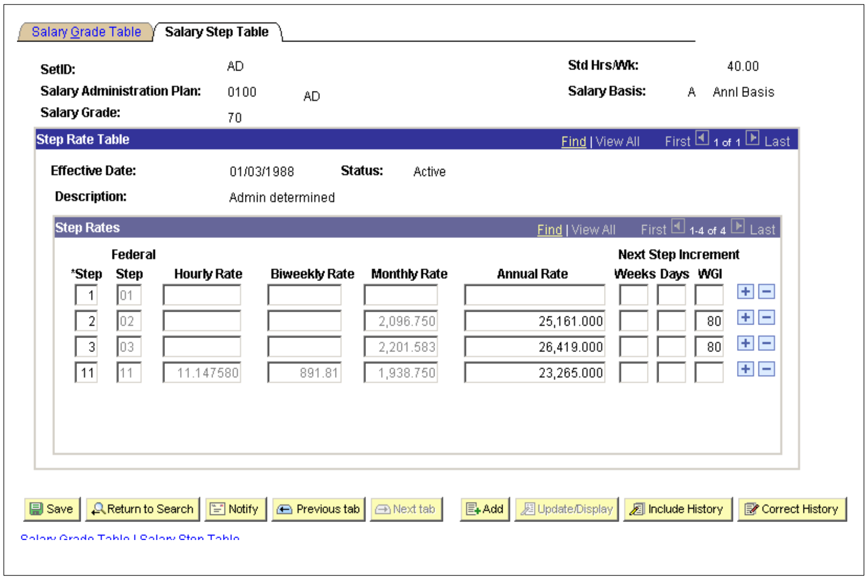

Figure 105. Salary Step Table tab - Salary Gardes USF page

11. Complete the fields as follows:

***Step**	Enter the applicable step.
Federal Step	Enter federal step that corresponds to each step value entered.
Hourly Rate	Enter the hourly rate that corresponds to each step value entered.
Biweekly Rate	Enter the biweekly rate that corresponds to each step value entered.
Monthly Rate	Enter the monthly rate that corresponds to each step value entered.
Annual Rate	Enter the annual rate that corresponds to each step value entered.
Next Step Increment/Weeks	Enter the number of weeks before the next step is effective.
Next Step Increment/Days	Enter the number of days before the next WGI.
Next Step Increments/WGI	Enter the next step increments the next step to be effective.

12. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Return To Search**	To search for another Salary Grade.
Click **Previous Tab**	To revert to the previous tab.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional SetID.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct hisotry for a Salary Grade.

Salary Limits

To enter Salary Limits:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Salary Limits*** component. The Find An Existing Value tab - ES Salary Limits page (**Figure 106**) is displayed.

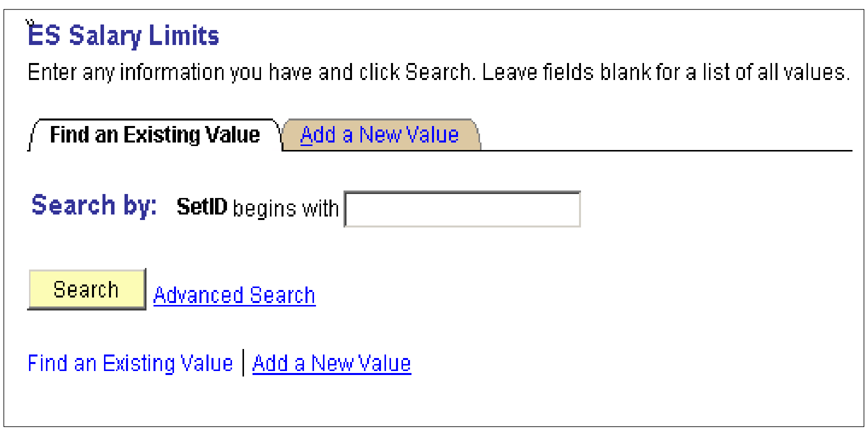

Figure 106. Find An Existing Value tab - ES Salary Limits page

3. Complete the fields as follows:

Search By SetID Begins With	Enter the applicable information.

4. Click **Search**. The Senior Exec Sal Limit tab page (**Figure 108**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - ES Salary Limits page (**Figure 107**) is displayed.

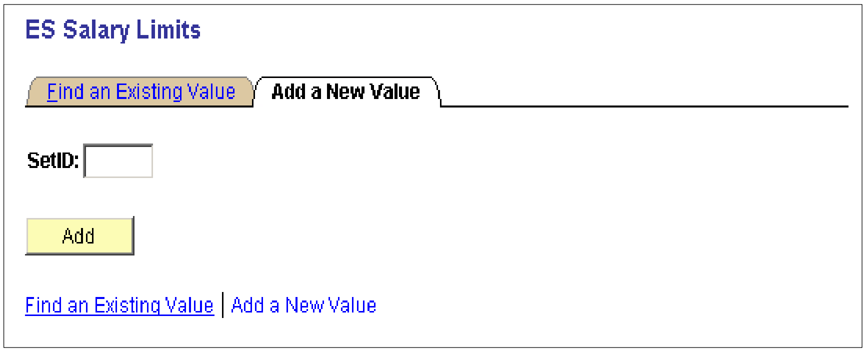

Figure 107. Add A new Value tab - ES Salary Limits page

5. Complete the field as follows:

SetID	Enter the SetID.

6. Click **Add**. The Senior Exec Sal Limit tab page (**Figure 108**) is displayed.

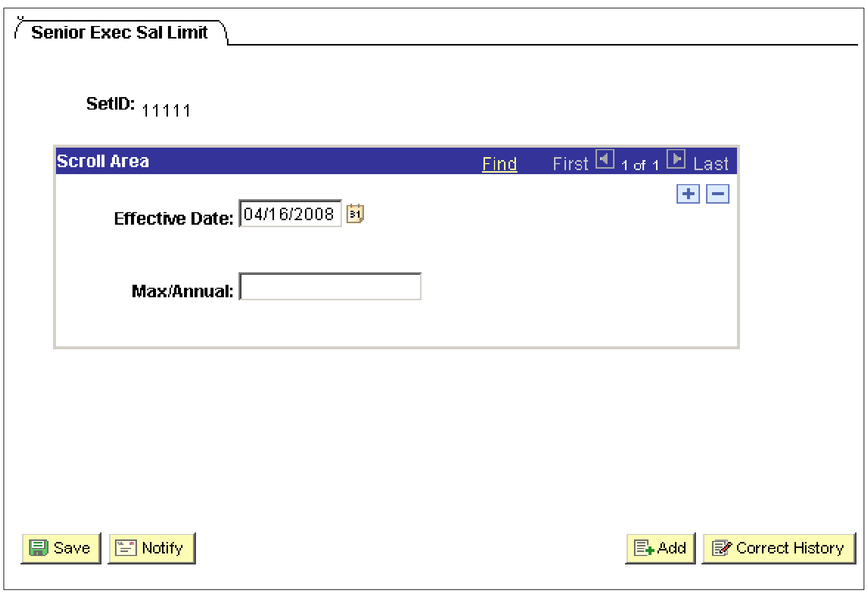

Figure 108. Senior Exec Sal Limit tab page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
Max/Annual	Enter the applicable maximum annual salary limit for the senior executives.

8. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional Senior Executive Salary Limit.
Click **Correct History**	To correct history for a Senior Executive Salary Limit.

Salary Plan

To enter a Salary Plan:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Salary Plan*** component. The ***Find An Existing Value*** tab - Salary Plan page (**Figure 109**) is displayed.

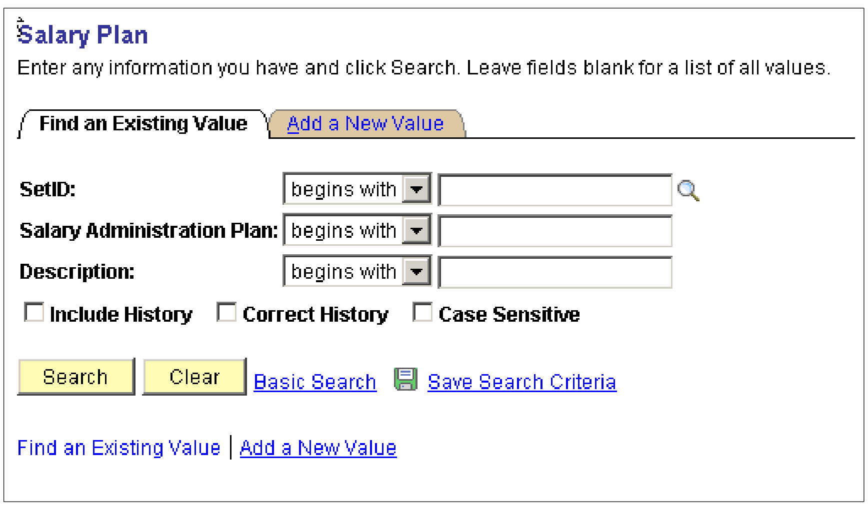

Figure 109. Find an Existing Value tab - Salary Plan page

3. Complete the fields as follows:

SetID	Enter the applicable information or select data by clicking the search icon.
Salary Administration Plan	Enter the applicable information.
Description	Enter the applicable information.
Include History	Check this box to include history.

Correct History	Check this box to correct history.

4. Click **Search**. The Salary Plan Table tab page (**Figure 111**) is displayed.

   OR

   Click ***Add A New Value***. The Add a New Value tab - Salary Plan page (**Figure 110**) is displayed.

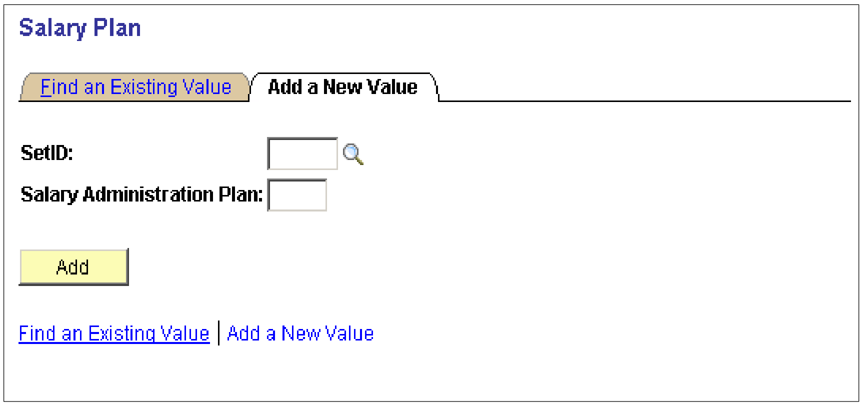

Figure 110. Add A New Value tab - Salary Plan page

5. Complete the field as follows:

SetID	Enter the SetID or select data by clicking the search icon.
Salary Administration Plan	Enter the applicable salary plan.

6. Click **Add**. The Salary Plan Table tab page (**Figure 111**) is displayed.

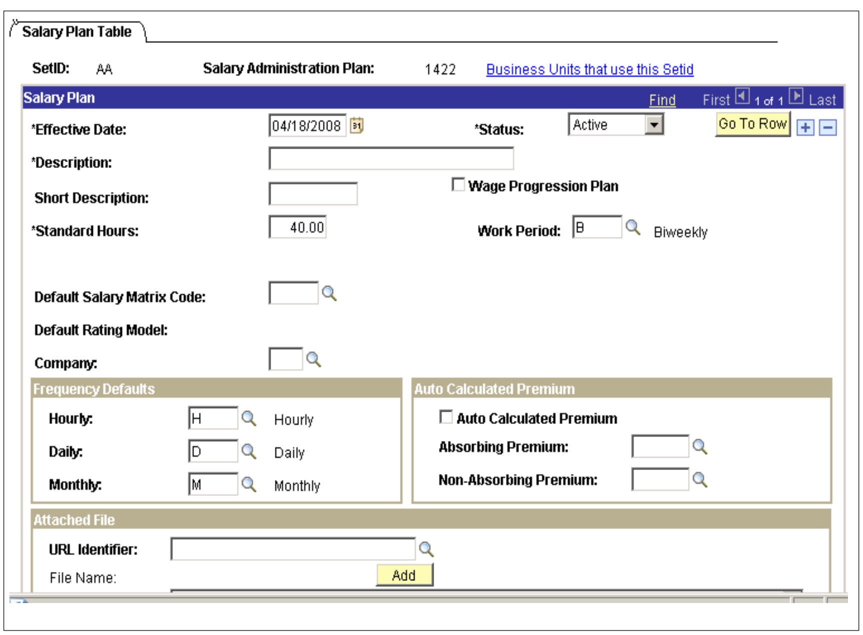

Figure 111. Salary Plan Table tab page

7. Complete the fields as follows:

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
***Status**	This field is populated based on the status of the transaction. The valid values are `Active`, `Freeze` and `Inactive`.
***Description**	Enter the applicable description.
Short Description	Enter the applicable short description.
Wage Progression Plan	Check this box if applicable.
***Standard Hours**	Enter the applicable number of standard hours for the salary plan. (XXXXXXX.XX)
Work Period	This field is populated. Select data by clicking the search icon.

Work Period Alpha Code	Description
A	Annual
B	Biweekly
C	Contract
D	Daily
F	Every Four Weeks
M	Monthly
Q	Quarterly
S	Semi Monthly
W	Weekly

Default Salary Matrix Code	Enter the 5 position default salary matrix code or select a data by clicking the search icon.
Dafault Rating Model	This field is populated.
Company	Enter the 2 position agency or select data by clicking the search icon.

Hourly	This field defaults to **H**.
Daily	This field defaults to **D**.
Monthly	This field defaults to **M**.
Auto Calculated Premimum	Check this box if the premium is automatically calculated.
Absorbing Premium	Enter the premium or select data by clicking the search icon.
Non-Absorbing Premium	Enter the premium or select data by clicking the search icon.
URL Identifier	Enter the URL or select a data by clicking the search icon.

8. Click **Add**. The Attach File page (**Figure 112**) is displayed to attach a file to the URL.

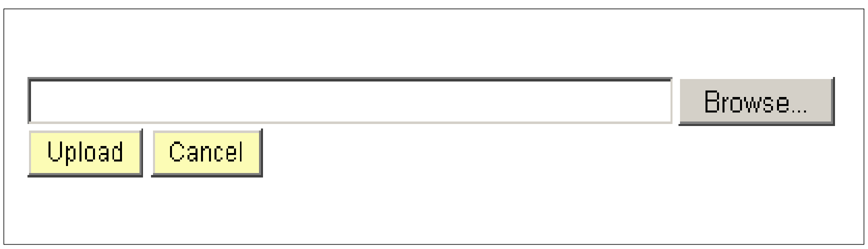

Figure 112. Attach File page

9. Click **Browse** and select a file name.
10. Click **Upload** to upload the file. The Salary Plan Table tab page is displayed.

OR

Click **Cancel** to return to the Salary Plan Table tab page without attaching a file.

Long Description	Enter the long description of the attached file.

11. Click ***US Federal*** to expand the Salary Plan Table tab page (**Figure 113**).

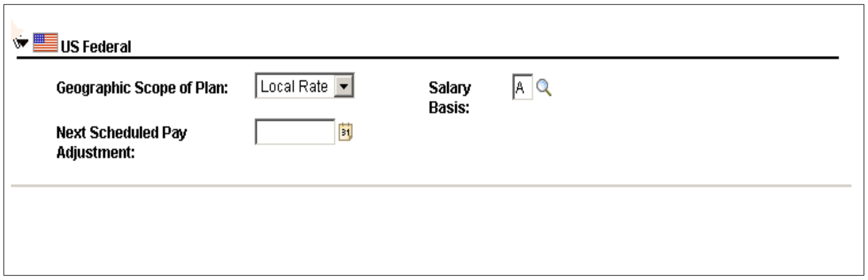

Figure 113. US Federal page

12. Complete the fields as follows:

Geographic Scope of Plan Enter the scope for the salary plan. The valid values are:

Geographic Scope Valid Values
Local Rate
Nat'l Rate
Reg Rate
World Rate

Salary Basis Enter the 1 position salary base. The valid values are as follows:

Salary Basis Valid Values:	Description
A	Annual Basis
B	Biweekly Basis
D	Daily Basis
H	Hourly Basis
M	Monthly Basis

Next Scheduled Pay Adjustment Enter the date for the next scheduled pay adjustment or select a date from the calendar icon.

13. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional Senior Executive Salary Limit.
Click **Correct History**	To correct history for a Senior Executive Salary Limit.
Click **Include History**	To correct history for a Senior Executive Salary Limit.

Sub-Agency

To enter Sub-Agency information:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Sub-Agency*** component. The Find An Existing Value tab - Sub-Agency page (**Figure 114**) is displayed.

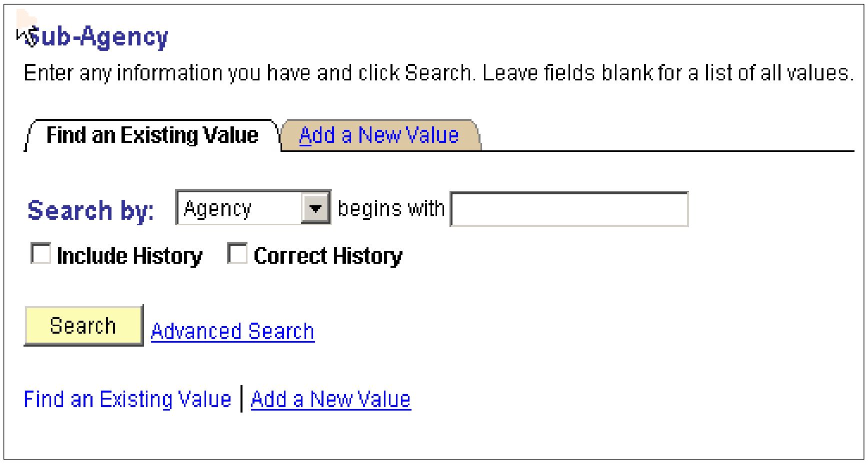

Figure 114. Find An Existing Value tab - Sub-Agency page

3. Complete the field as follows:

Search By	Enter the applicable information for the search. The valid values are **`Agency`**, **`Description`**, and **`Sub-Agency`**.
Begins With	Enter the information that corresponds to the Search By value.

4. Click **Search**. The Sub-Agency Table page (**Figure 115**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Sub-Agency Table page (**Figure 115**) is displayed.

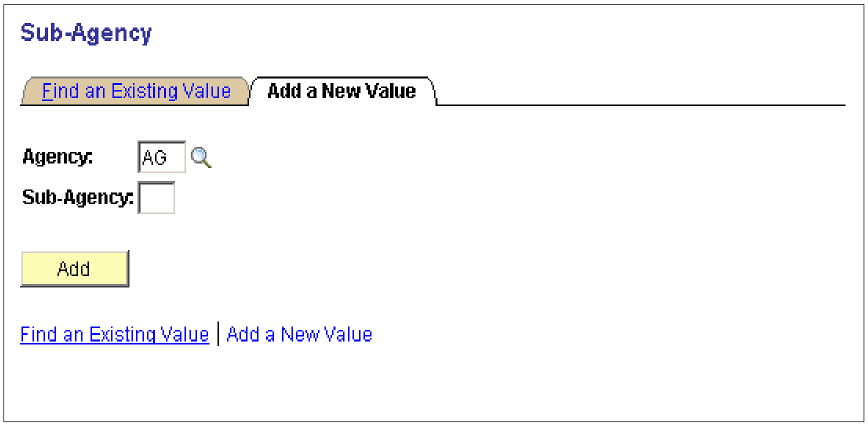

Figure 115. Add A New Value tab - Sub-Agency page

5. Complete the fields as follows:

Agency	Enter the agency (2 position department code) or search data by clicking the search icon.
Sub-Agency	Enter the sub-agency (2 position alpha/numeric agency code).

6. Click **Add**. The Sub-Agency Table tab page (**Figure 116**) is displayed.

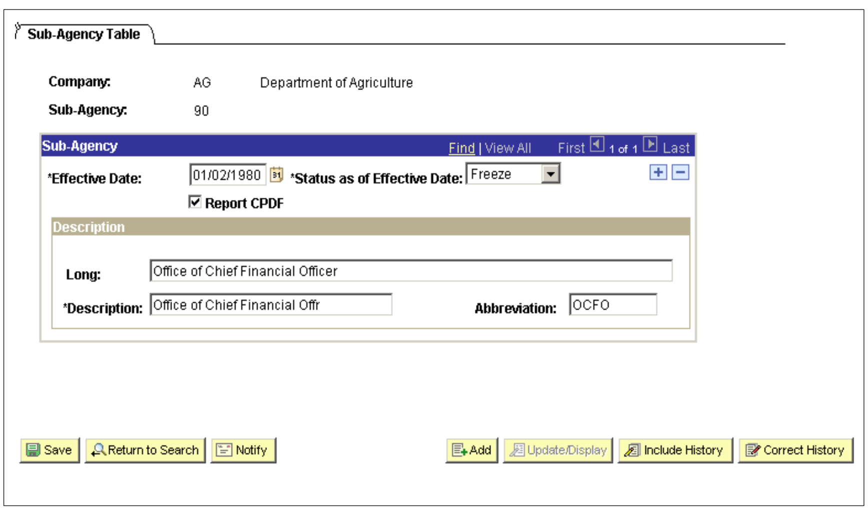

Figure 116. Sub-Agency Table tab page

7. Complete the fields as follows:

Company	This field is populated with the department 2 position acronym and the narrative name.
Sub-Agency	This field is populated with the 2 position agency code.

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
***Status As Of Effective Date**	This field is populated based on the status of the transaction. The valid values are Active, Freeze , and Inactive .
Report CPDF	Check this box if applicable.
Long	Enter the long name for the sub-agency.
***Description**	Enter the description of the sub-agency.
Abbreviation	Enter the abbreviation for the sub-agency.

8. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Return To Search**	To search for Sub-Agency Table information.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add city information.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for Sub-Agency information.

Tree Manager

To enter Tree Manager information:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Tree Manager*** component. The Find An Existing Value tab - Tree Manager page (**Figure 117**) is displayed.

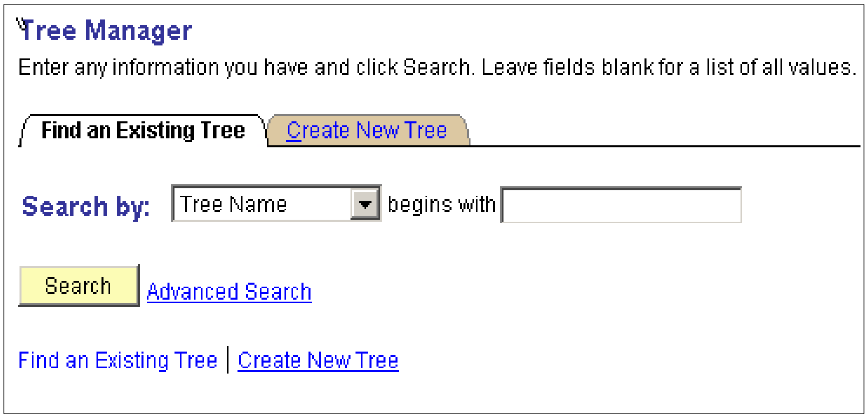

Figure 117. Find An Existing Tree tab - Tree Manager page

3. Complete the fields as follows:

Search By — Enter the applicable information for the search. The valid values are as follows:

Search By Valid Values
Tree Name
Category
Description
Detail Field
Effective Date
Node Field
Set Control Value
Set ID
Tree Branch
Tree Name
Tree Structure ID
Valid Tree

Begins With — Enter the information that corresponds to the Search By value.

4. Click **Search**. The Tree Definition and Properties page (**Figure 119**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Tree Manager page (**Figure 118**) is displayed.

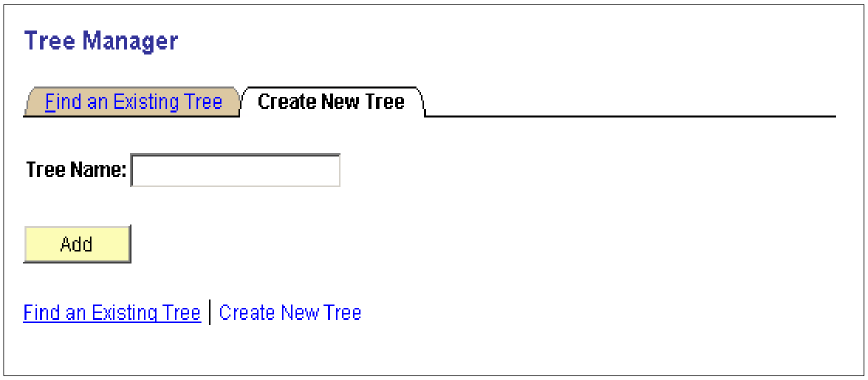

Figure 118. Create A New Tree tab - Tree Manager page

5. Complete the field as follows:

Tree Name	Enter the applicable name.

6. Click **Add**. The Tree Definition and Properties page (**Figure 119**) is displayed.

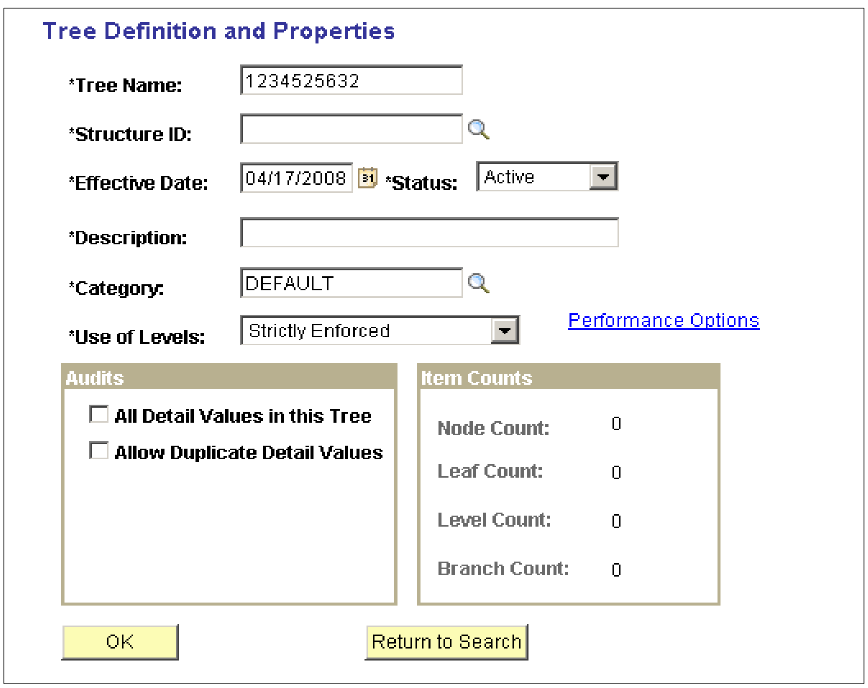

Figure 119. Tree Definition And Properties page

7. Complete the fields as follows:

***Tree Name**	Enter the alpha/numeric tree name.
***Structure ID**	Enter the structure or select data by clicking the search icon.

***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
***Status**	This field is populated based on the status of the transaction. The valid values are Active, Freeze , and Inactive.
***Description**	Enter the applicable description.
***Category**	Enter the category or select data by clicking the search icon.
***Use Of Levels**	Enter the category or select data by clicking the search icon. The valid values are `Strictly Enforced`, `Loosely Enforced`, and `Level Not used`.
All Detail Values In This Tree	Check this box if applicable.
Allow Duplicate Detail Values	Check this box if applicable.

8. Click **OK** to save the data.

OR

Click **Return To Search** to search for another Tree Manager.

9. Click the ***Performance Options*** link. The Performance Options page (**Figure 120**) is displayed.

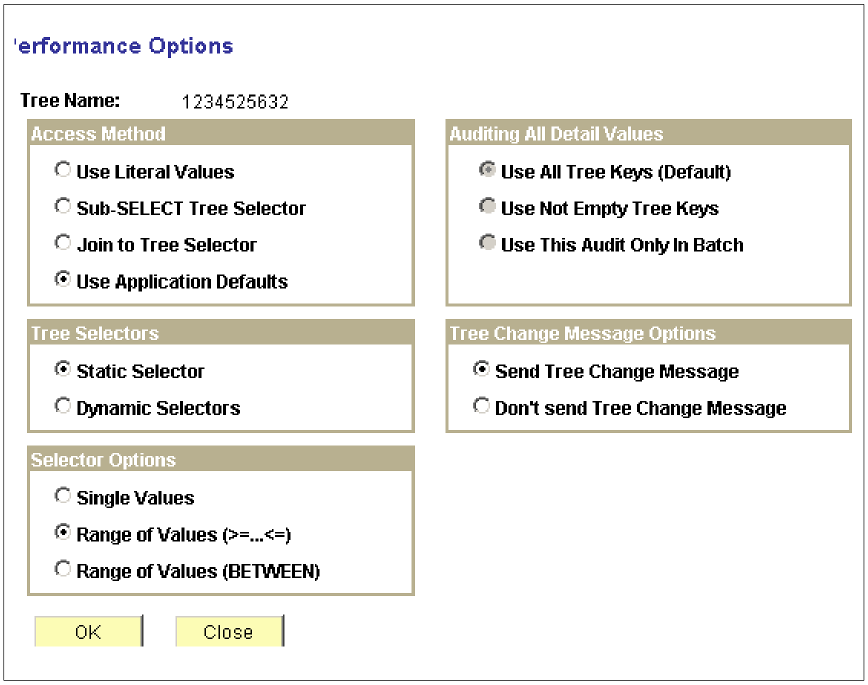

Figure 120. Performance Options page

10. Complete the fields as follows:

Use Literal Values	Check this box if applicable.
Sub-SELECT Tree Selector	Check this box if applicable.
Join To Tree Selector	Check this box if applicable.
Use Application Defaults	Check this checked. Check an alternate box if applicable.
Static Selector	Check this checked. Check an alternate box if applicable.
Dynamic Selectors	Check this box if applicable.
Single Values	Check this box if applicable.
Range Of Values (>=..<=)	Check this checked. Check an alternate box if applicable.
Range Of Values (BETWEEN)	Check this box if applicable.

Use All Tree Keys (Default)	Check this checked. Check an alternate box if applicable.
Use Not Empty Tree Keys	Check this box if applicable.
Use This Audit Only In Batch	Check this box if applicable.
Send Tree Change Message	Check this checked. Check an alternate box if applicable.
Don't Send Tree Change Message	Check this box if applicable.

11. Click **OK**. The Tree Definition And Properties page (**Figure 119**) is displayed.

    OR

    Click **Cancel**. The Tree Definition And Properties page (**Figure 119**) is displayed.

12. Click **Save**. This option will save the document.

    OR

    Click **Return To Search** to search for Sub-Agency Table information.

Unions USF

Use the Union Table to define codes and record data for unions to which agency employees belong. The agency might need information on union employees for collective bargaining agreement, negotiations, grievance tracking, or pay step increases.

This section discusses how to:

- Set up general union details.
- Enter bargaining unit address information.
- Enter bargaining unit contact details.
- Enter bargaining unit partnership and steward data.
- Enter additional bargaining unit contact information.
- Enter allowable earnings codes for boarding unit members.

To add or modify a Union USF:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Unions USF*** component. The Find An Existing Value tab - Unions USF page(**Figure 121**) is displayed.

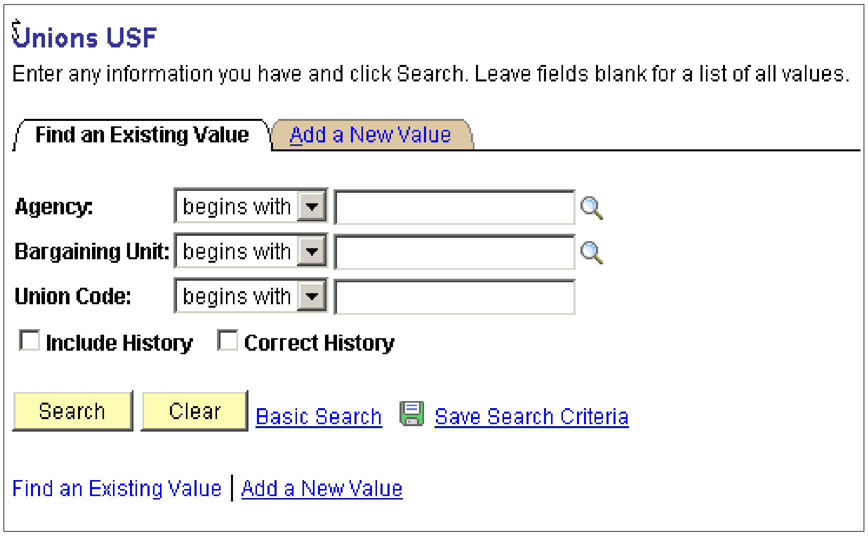

Figure 121. Find An Existing Value tab - Unions USF page

3. Complete the fields as follows:

Agency	Enter the agency or select data by clicking the search icon.
Bargaining Unit	Enter the bargaining unit or select data by clicking the search icon.
Union Code	Enter the union code or select data by clicking the search icon.

4. Click **Search**. The Union Address tab - Union USF page (**Figure 122**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Union USF page (**Figure 122**) is displayed.

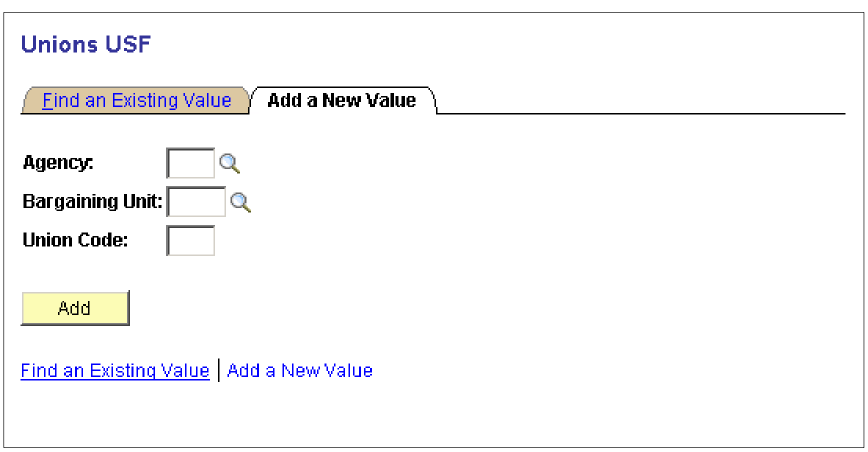

Figure 122. Add A New Value tab - Unions USF page

5. Complete the field as follows:

Agency	Enter the agency to be added or select data by clicking the search icon.
Bargaining Unit	Enter the bargaining unit to be added or select data by clicking the search icon.
Union Code	Enter the applicable code.

6. Click **Add**. The Union Address tab - Union USF page (**Figure 123**) is displayed.

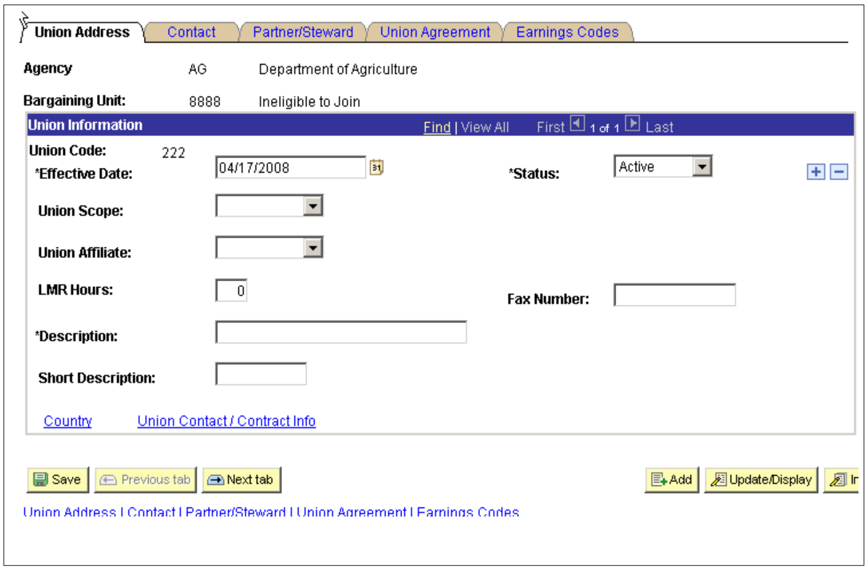

Figure 123. Union Address tab - Union USF page

7. Complete the fields as follows:

Agency	This field is populated with the 2 position department code and the narrative name of the department.
Bargaining Unit	This field is populated with the 4 position bargaining unit and the narrative name of the unit.
Union Code	This field is populated with the 3 position union code.
***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
***Status**	This field is populated based on the status of the transaction. The valid values are Active, Freeze , and Inactive.

Union Scope	Enter the union scope or select data from the drop-down list. The valid values are Internatl, Local, National, and Regional .
Union Affiliate	Enter the union affiliate type or select data from the drop-down list. The valid values are as follows:

Union Affiliate Valid Values
AFGE
AFL–CIO
AFSME
Independent
NAFFE
NTEU
Other

LMR (Labor Management Relations) Hours	Enter the labor management relations training hours required for union members or other personnel when the information should be tracked.
***Description**	Enter the description.
Short Description	Enter the short description.
Fax Number	Enter the FAX number for the union.

8. Click the ***Country*** link. The Union Address Information page (**Figure 124**) is displayed.

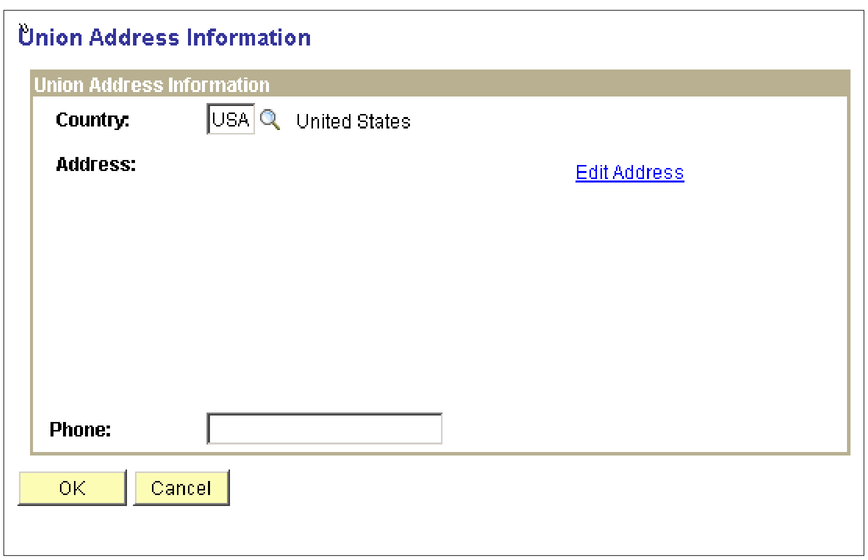

Figure 124. Union Address Information page

9. Complete the fields as follows:

Country	This field defaults to USA. Change data by clicking the search icon.
Address	This field is populated when an address is previously added.
Phone	Enter the Phone Number.

10. Click **OK**. The Union Address page (**Figure 123**) is displayed.

OR

Click **Cancel** to cancel the action. The Union Address page (**Figure 123**) is displayed.

11. Click the ***Edit Address*** link. The Edit Address page (**Figure 125**) is displayed.

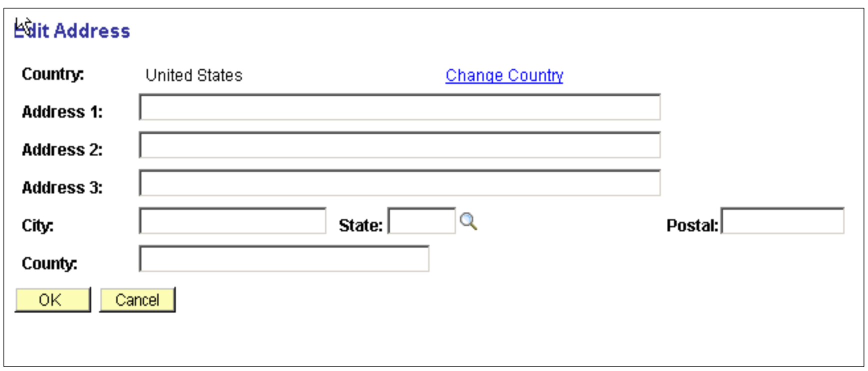

Figure 125. Edit Address page

12. Complete the fields as follows:

Country	This field is populated.
Address 1	Edit the first line of the address.
Address 2	Edit the second line of the address if applicable.
Address 3	Edit the third line of the address if applicable.
City	Edit the city.
State	Edit the state or select data by clicking the search icon.

Postal	Edit the zip code.
County	Edit the county.

13. Click **OK**. The information is saved. The Union Address Information page (**Figure 123**) is displayed.

    OR

    Click the ***Change Country*** link. The Change Country page is displayed.

    OR

    Click **Cancel** the original information is shown. The Union Address Information page(**Figure 123**) is displayed.

14. Click **OK** on the Union Address Information page. The Union Address page (**Figure 123**) is displayed.

    OR

    Click **Cancel** the original information is shown. The Union Address page (**Figure 123**) is displayed.

15. Click the ***Union Contact/Contract Info*** link. The Contact And Contract Info page (**Figure 126**) is displayed.

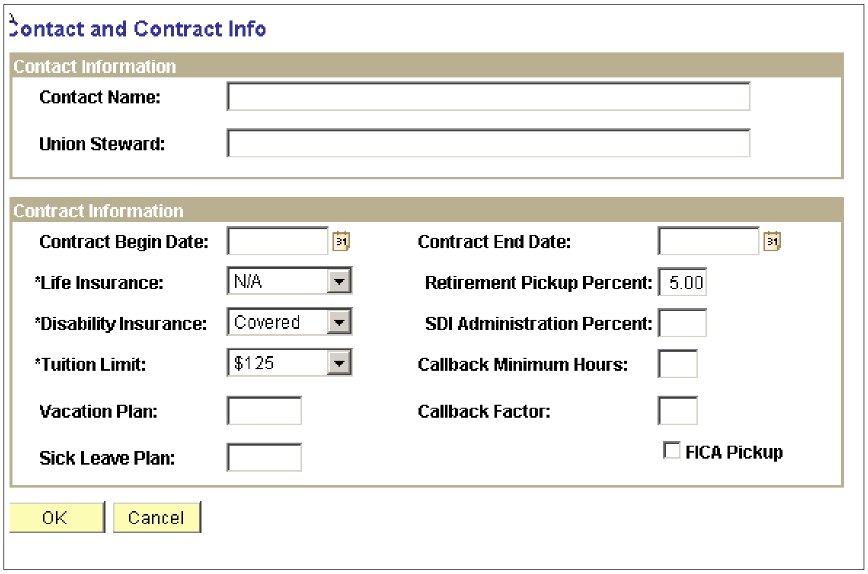

Figure 126. Contact And Contract Info page

16. Complete the fields as follows:

Contact Name	Enter the contact number for the bargaining unit.
Union Steward	Enter the union steward's name.

Contract Begin Date	Enter the date the contract begins or select a date from the calendar icon.
Contract End Date	Enter the date the contract ends or select a date from the calendar icon.
***Life Insurance**	Click the drop-down list to select the type of life insurance offered.
***Disability Insurance**	Click the drop-down list to select the type of disability insurance offered. The valid values are Covered, Cov <1/1/80, and N/A .
***Tuition Limit**	Indicate the maximum amount of tuition provided each bargaining union member if any. Enter the applicable limit for tuition dollars or select data from the drop-down list. The valid values are:

Tuition Limit Valid Values
$100
$125
$373.33
None

Vacation Plan	Enter the vacation plan that this union offers to its members.
Sick Leave Plan	Enter the applicable sick leave plan that the union offers to its memters.
Retirement Pickup Percent	Enter the applicable percent (XX.XX)
SDI (State Disability Percent) Administration Percent	Enter the percent (XX.XX) paid to the state disability insurance.
Callback Minimum Hours	Enter the callback minimum hours per day for which bargaining unit members get paid if they are called to a job.
Callback Factor	Enter the rate at which the bargaining unit member are paid if they are called to a job.

FICA Pickup	Check this box if applicable.

17. Click **OK** on the Contact and Contract Info page. The Union Address page (**Figure 123**) is displayed.

OR

Click **Cancel** the original information is shown. The Union Address page (**Figure 123**) is displayed.

18. Select the the ***Contact*** tab. The Contact tab - Union USF page (**Figure 127**) is displayed.

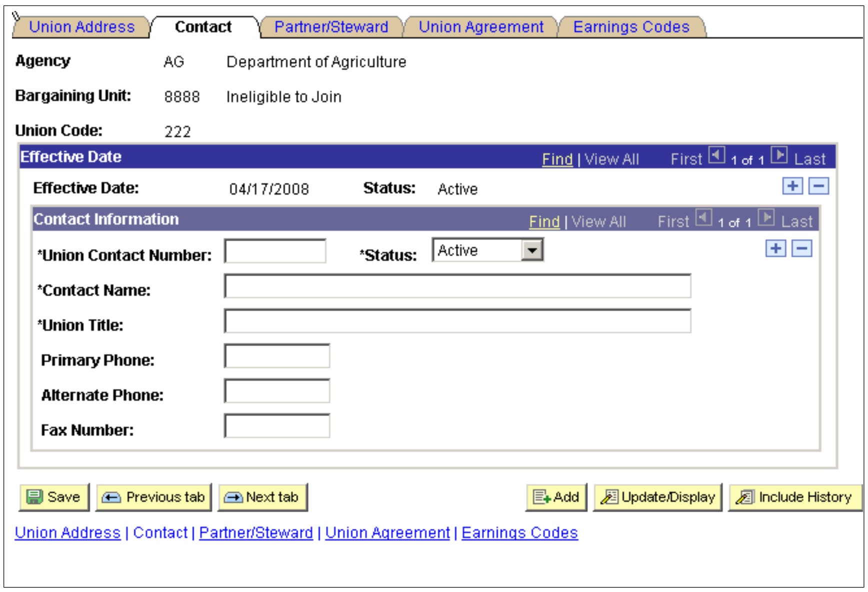

Figure 127. Contact tab - Union USF page

19. Complete the fields as follows:

Agency	This field is populated.
Bargaining Unit	This field is populated.
Union Code	This field is populated.
Effective Date	This field is populated.
Status	This field is populated.
***Union Contract Number**	Enter the contract number.

***Status**	This field is populated based on the status of the transaction. The valid values are Active, Freeze and Inactive .
***Contact Name**	Enter the contact name for the union.
***Union Title**	Enter the title of the contact.
Primary Phone	Enter the phone of the union contact.
Alternate Phone	Enter the alternate phone number of the union contact.
Fax Number	Enter the fax number of the union contact.

20. Click the ***Partner/Steward*** tab. The Partner Steward tab - Union USF page (**Figure 128**) is displayed.

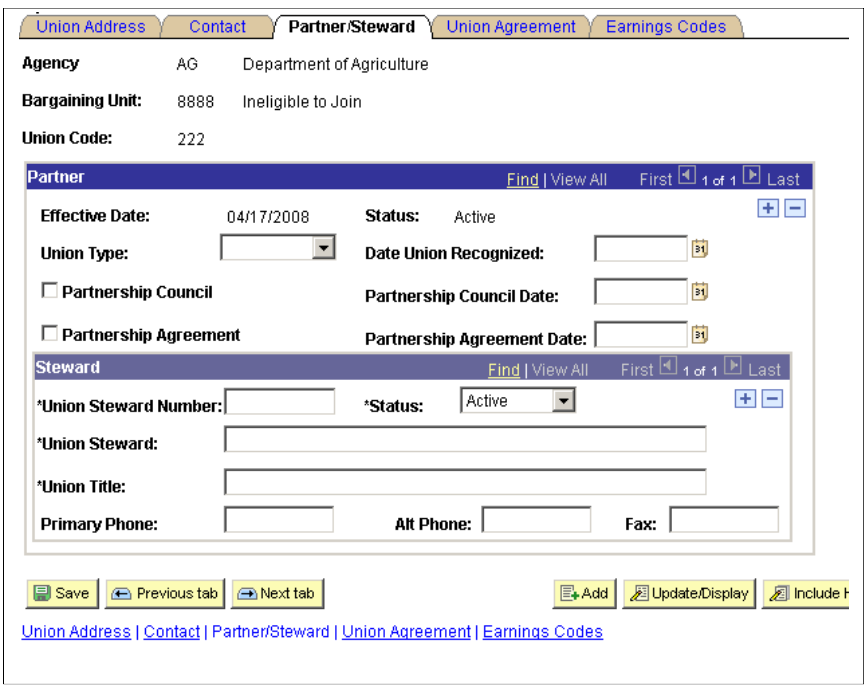

Figure 128. Partner/Steward tab - Union USF page

21. Complete the fields as follows:

Agency	This field is populated.
Bargaining Unit	This field is populated.

Union Code	This field is populated.
Effective Date	This field is populated.
Status	This field is populated.
Union Type	Enter the type of union. The valid values are Fed Govt, Other , Private , and Public .
Date Union Recognized	Enter the date the union was recognized or select a date from the calendar icon.
Partnership Council	Check the box if the union is a member of a partnership council.
Partnership Agreement	Check the box if this union has entered into a partnership agreement.
Partnership Council Date	If the union is or will be a member of a partnership council, enter the date this event is effective or select a date from the calendar icon.
Partnership Agreement Date	If this union is or will enter into a partnership agreement, enter the date or select a date from the calendar icon.
***Status**	This field is populated based on the status of the transaction. The valid values are Active, Freeze and Inactive .
***Union Steward Number**	Enter the union steward number.
***Union Steward**	Enter the union steward name.
***Union Title**	Enter the union steward title.
Primary Phone	Enter the primary phone number of the union steward.
Alt Phone	Enter the alternate phone number of the union steward.

Fax	Enter the fax number of the union steward.

22. Click the ***Union Agreement*** tab. The Union Agreement tab - Union USF page (**Figure 129**) is displayed.

Figure 129. Union Agreement page

23. Complete the fields as follows:

Agency	This field is populated.
Bargaining Unit	This field is populated.
Union Code	This field is populated.
Effective Date	This field is populated.
Status	This field is populated.
Comment	Enter any union agreement comments.

24. Click the ***Earnings Codes*** tab. The Earnings Code tab - Union USF page (**Figure 130**) is displayed.

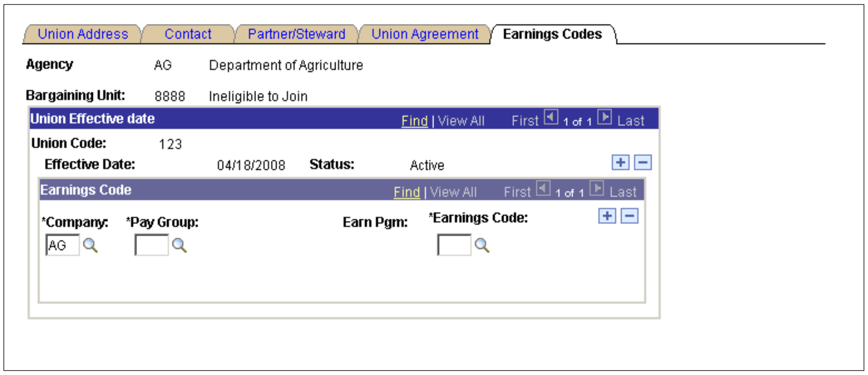

Figure 130. Union Agreement tab - Union USF page

25. Complete the fields as follows:

***Company**	Enter the company (department code) or select data by clicking the search icon.
***Pay Group**	Enter the pay group (agency) or select data by clicking the search icon.
***Earnings Code**	Enter the 3 position earnings code or select data by clicking the search icon.

26. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Previous Tab**	To display the previous tab.
Click **Add**	To add an additional Union USF.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for a Union USF.

Union Dues Table

To enter a Union Dues Table:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Union Dues Table*** component. The Find An Existing Value tab - Union Dues Table page (**Figure 131**) is displayed.

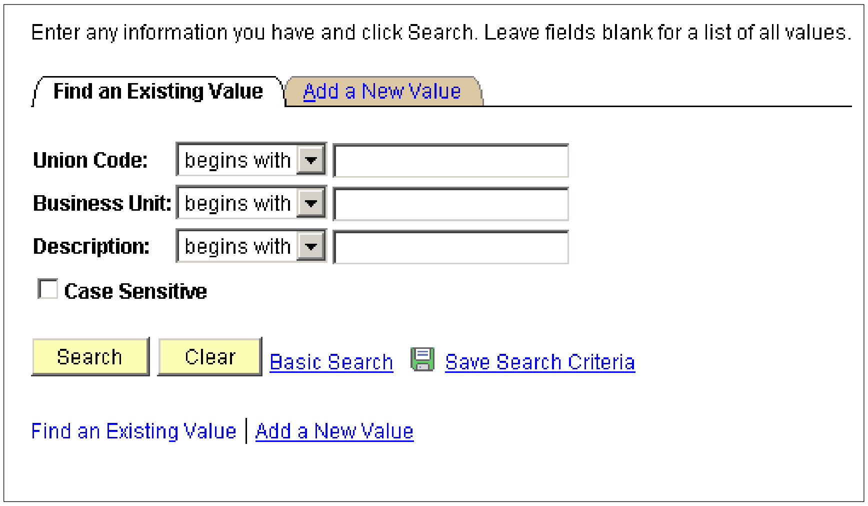

Figure 131. Find An Existing Value tab - Union Dues Table page

3. Complete the fields as follows:

Union Code: Begins With	Enter the union code.
Business Unit: Begins With	Enter the business unit.
Description	Enter the description.

4. Click **Search**. The Union Dues Table tab page (**Figure 132**) is displayed.

   OR

   Click **Clear** to clear the entry. The Union Dues Table page (**Figure 131**) is displayed.

5. Click ***Add A New Value***. The Add A New Value tab - Union Dues Table page (**Figure 132**) is displayed.

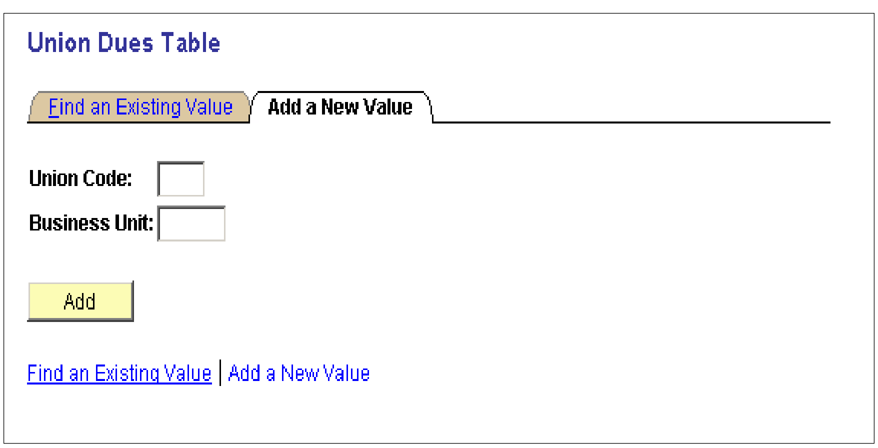

Figure 132. Add A New Value tab - Union Dues Table page

6. Complete the fields as follows:

Union Code	Enter the union code to be added.
Business Unit	Enter the business unit to be added.

7. Click **Add**. The Union Dues Table tab page (**Figure 133**) is displayed.

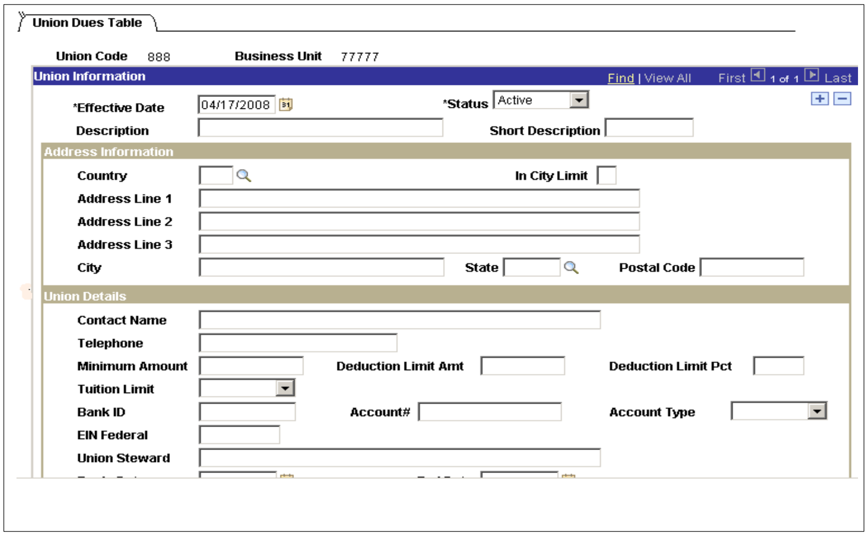

Figure 133. Union Dues Table page

8. Complete the fields as follows:

Union Code	This field is populated.
Business Unit	This field is populated.
***Effective Date**	The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
***Status**	This field is populated based on the status of the transaction. The valid values are Active, Freeze and Inactive .
Description	Enter the description of the union dues.
Short Description	Enter the short description of the union dues.

Country Enter the country or search data by clicking the search icon.

Address Line 1 Enter the first line of the address.

Address Line 2 Enter the second line of the address if applicable.

Address Line 3 Enter the third line of the address if applicable.

City Enter the city.

State Enter the state or select data by clicking the search icon.

Postal Code Enter the zip code.

Contact Name Enter the union or bargaining units contact name for the union dues.

Telephone Enter the telephone number of the contact.

Mimimum Amount Enter the minimum amount of union dues to be paid.

Deduction Limit Amt Enter the deduction limit amount of union dues.

Deduction Limit Pct Enter the deduction limit percent.

Tuition Limit Enter the tuition limit amount. The valid values are:

Tuition Limit Valid Values
$100
$125
$373.33
None

Bank ID Enter the bank ID number where the union dues is deposited.

Account # Enter the bank account number for the bank ID where the union dues is deposited.

Account Type Enter the type of bank account for the deposit. The valid values are listed below.

Account Type Valid Values
Checking
Expense
Health
Issue Chk
Liability
N/A
Savings

EIN Federal Enter the employee identification number.

Union Steward Enter the union steward's name.

Begin Date Enter the union dues begin date or select a date from the calendar icon.

End Date Enter the union dues end date or select a date from the calendar icon.

Ret Pkup % Enter the applicable percent.

Certified This box is checked.

9. Click **Save**. This option will save the document. At this point the following options are available:

Step	Action
Click **Refresh**	To refresh the page.
Click **Add**	To add an additional Union Dues Table.
Click **Update/Display**	To clear the display.
Click **Include History**	To include the data entered into history.
Click **Correct History**	To correct history for a Union Dues Table.

Heading Index

A

Accounting Station Codes, 2
Agency USF, 5
Automatic Action Msgs, 22
Award Actions, 23

B

Bank Table, 27
Bargaining Unit Table USF, 30

C

Charities Table, 36
City Table, 39
County Table, 41

D

Departments USF, 44

E

EmpowHR Setup Tables (HD), 1
Event Change Table, 50

F

FEHB Plans, 52
FEHB Vendors, 55

G

Geographic Location, 58

L

Legal Authority, 60

N

Nature Of Action Table, 63
NFC Master Field Table, 68
NOA/Legal Authority 1, 65

O

Official Position Titles USF, 70
Org Structure Level 2, 72
Org Structure Level 3, 75
Org Structure Level 4, 79
Org Structure Level 5, 82
Org Structure Level 6, 85
Org Structure Level 7, 88
Org Structure Level 8, 91

P

Personnel Action Rqst Rmks, 95
Personnel Office ID, 97

S

Salary Grades USF, 101
Salary Limits, 106
Salary Plan, 108
Sub−Agencyy, 113

T

Tree Manager, 115

U

Union Dues Table, 131
Unions USF, 120